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Staff Position Description

Position:	Program Manager
Program:	Youth Outdoors
Location:	St. Paul, MN
Date Posted:	July 10, 2024
Reports To:	Youth Programs Director
Salary:	\$60,000 - \$65,000
Schedule:	Monday through Friday, 8:00 AM - 4:30 PM (typical), some evenings, weekends, and overnight travel required
Benefits:	Health and dental insurance, paid time off, 401(k) Safe Harbor retirement saving plan

Conservation Corps Minnesota & Iowa (CCMI) is a 501(c)(3) nonprofit organization and AmeriCorps grantee that engages hundreds of youth and young adults each year in programs and initiatives that improve access to outdoor recreation, restore natural habitat, protect waterways, and respond to community needs and natural disasters. **Our mission** is to engage youth and young adults in meaningful service, leadership development, and environmental stewardship. **Our vision** is a world in which everyone has equitable access to nature, is equipped to succeed in career and life, and is empowered to make a difference in conserving natural resources. Learn more at conservationcorps.org.

Our values embody safety, service, respect, equity, and community. In working toward our vision, we believe that it is important we commit to the following:

- Using equity as a lens for the work we do and decisions we make
- Building a shared vision surrounding Justice, Equity, Diversity, and Inclusion goals with our partnering organizations and communities, and
- Providing an equitable training environment and high-quality programming to all our participants.

Read our full Justice, Equity, Diversity, & Inclusion statement online at:

conservationcorps.org/about/jedi/.

Position Summary:

The Youth Outdoors Program Manager manages all aspects of the [Youth Outdoors \(YO\) Program](#). The program connects Twin Cities youth, ages 15-18, to the natural environment through paid conservation and community improvement projects while they gain job experience and college/career skills for the future. Young adults, ages 18-35, serve as AmeriCorps members who lead the youth in educational and service-learning activities and complete challenging, but impactful conservation projects as part of a field crew when not leading youth.

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The Program Manager responsibilities include project management, administrative tasks, AmeriCorps member and youth outreach, recruitment, training and support, and overseeing day-to-day program operations. Time is split between managing afterschool youth programming, AmeriCorps member development and outdoor conservation projects. This position supervises and delegates responsibilities for various duties to the YO Assistant Program Manager and YO Field Coordinator.

Key Responsibilities:

Project Management

- Solicit, negotiate, and manage service projects for field work crews in cooperation with appropriate state, county, city, nonprofit, and federal field personnel.
- Analyze situations and take appropriate effective action, including problem-solving, conflict resolution, and disciplinary measures.
- Ensure regular, effective two-way communication is provided to, from, and among youth and families, AmeriCorps members, CCMI staff, and project partners.

Administration

- Administer or delegate and supervise multi-site program operations ensuring that all personnel and activities comply with current policies and procedures, ensuring accountability for all required administrative requirements to be completed on time.
- Lead the collaborative development and management of the program budget to ensure efficient operations of the program, ensuring accountability for all financial requirements to be completed on time.
- Oversee program facilities, equipment, and fleet inventory management.
- Contribute to and complete program reports for the Board and grants.

Evaluation and Continuous Improvement

- Lead the collaborative development and implementation of program direction, including continuous program improvements.
- Maintain program outcomes data and assist the organization in reporting program results to stakeholders.
- Evaluate and enhance the program to ensure a high-quality program that meets the needs of communities, project partners, and participants.
- Contribute to continuous organization improvement efforts, such as committee work.
- Pursue professional development opportunities and contribute relevant learnings to the workplace.

Safety

- Effectively promote equal opportunity and maintain a psychologically safe work environment free of discrimination and harassment.
- Role model appropriate risk management procedures and safe work practices.
- Oversee program safety policies and procedures so that personnel injuries, lost time, workers' compensation costs, and vehicle/equipment accidents are minimized.

Participant Support

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- Oversee the placement of participants in the program including outreach, interviews, placement, evaluation, compensation, and all other related matters.
- Provide or coordinate training for AmeriCorps members and youth participants at multiple points throughout the year.

Qualifications:

- Supervisory and leadership experience with high school youth and young adults (preferably in workforce development and/or environmental service learning).
- Demonstrated ability to create and maintain relationships with many stakeholders.
- Demonstrated commitment to justice, equity, diversity, and inclusion, and working with diverse audiences.
- Working knowledge of natural resource project management such as trail maintenance and construction, shoreline/watershed restoration, forest/prairie management, and wildlife habitat improvement.
- Working knowledge of outdoor recreation skills such as camping and canoeing or kayaking.
- Excellent written and verbal communication skills for internal management and external outreach.
- Strong initiative, adaptability, and ability to work with minimal supervision.
- Valid driver's license, safe driving record, and ability/willingness to drive 12-passenger vans and large pickup trucks.
- Must pass a criminal history check consisting of a National Sex Offender Public Website check, a state criminal history check, and a fingerprint-based FBI check. Passing the criminal history check is defined as no positive hits on the NSOPW and no history of violent offenses on the state or FBI checks.
- Four-year degree in a related field is preferred.

While this position description describes the general nature and level of work being performed, it is not an exhaustive list of all responsibilities, duties, and skills required. All positions at the Corps may require duties outside of normal responsibilities.

CCMI is an Equal Opportunity Employer and is committed to creating an inclusive environment that values the diversity of its staff and members. Employment decisions with CCMI will be based on merit, qualifications, and abilities. CCMI does not discriminate in employment opportunities or practices based on race, color, creed, religion, sex, national origin, age, disability, veteran status, military service, union membership, marital status, familial status, sexual orientation, gender identity, status with regards to public assistance, genetic information or any other characteristic protected by law.

Women, minorities, and people with disabilities are strongly encouraged to apply.

How to Apply:

Qualified candidates should apply at <https://conservationcorps.catsone.com/careers/3936-AmeriCorps-YAPYO/jobs/16482350-Youth-Outdoors-Program-Manager/>

Priority application deadline: **August 9, 2024.**

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