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Staff Position Description

Position:	Program Manager
Program:	Summer Youth Corps
Location:	St. Paul, MN (typical); Residential basecamp in Finland, MN (late May-mid August)
Date Posted:	October 28, 2024
Reports To:	Youth Programs Director
Salary:	\$63,000 - \$65,000
Schedule:	Full-time, exempt; Monday through Friday, 8:00 AM - 4:30 PM (typical); working at and managing a residential program late May-mid August; overnight travel required
Benefits:	Health and dental insurance, paid time off, 401(k) Safe Harbor retirement saving plan, designated time off will be allotted to compensate for weekends and holidays worked

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 Summer Youth Corps (SYC) Program Manager manages all aspects of the Summer Youth Corps (SYC) Program. SYC is a residential summer work program for youth, ages 15-18, led by AmeriCorps members, ages 18-30. SYC members connect to the natural environment while they live, work, and recreate together for 5 weeks in small groups called crews. Individuals gain natural resource fieldwork experience and develop workforce readiness skills (e.g. leadership) while completing

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conservation and community improvement projects throughout Minnesota and neighboring states. SYC is dedicated to accessibility for the Deaf/Hard of Hearing community and runs an American Sign Language (ASL) affinity crew.

The Program Manager is integral to the Summer Youth Corps' program working in conjunction with the Assistant Program Manager to complete partner and project management, administrative tasks, AmeriCorps member and youth outreach, recruitment, training and support, and day-to-day program operations. Time is split between managing residential summer youth programming, AmeriCorps member development, and outdoor conservation projects. This position supervises and delegates responsibilities for various duties among the Assistant Program Manager and seasonal Field Coordinators.

Key Responsibilities:

Partner and Project Management

- Manage partnership with basecamp contact(s) and negotiate lease agreements.
- Solicit, negotiate and manage service projects from existing and new partners for a variety of field work in cooperation with appropriate state, county, city, non-profit and federal field personnel.
- Analyze situations and take appropriate effective action, including problem solving, conflict resolution, and disciplinary measures.

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. *Examples include timecard entry and approval, purchasing card expense reconciliation and approval, invoicing, and filing worker's compensation and vehicle insurance claims.*
- 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 CCMI leadership, 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 that is free of discrimination and harassment.

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- 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

- Ensure regular, effective two-way communication is provided to, from, and among youth and families, AmeriCorps members, CCMI staff, and project partners.
- Facilitate difficult conversations on complex issues including reasonable accommodations, disciplinary meetings, and terminations.
- 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.
- Build and maintain an alumni tracking system and connect with the alumni network to support ongoing program efforts.

Qualifications:

- 3-5 years of supervisory and leadership experience with high school youth and young adults (preferably in a residential youth program and/or AmeriCorps service setting), including demonstrated problem-solving skills and the ability to gain respect, supervise, delegate, and positively coach others.
- Demonstrated ability to create and maintain relationships with many stakeholders.
- Demonstrated commitment to justice, equity, diversity, and inclusion, and ability to work 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 and 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.
- Knowledge of American Sign Language (ASL) 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

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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/113402-Employee/jobs/16555340-Summer-Youth-Corps-Program-Manager/>

Priority application deadline: **November 12, 2024.**

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