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Staff Position Description

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| Position: | Community-Based Program Manager |
| Program: | Youth Outdoors |
| Location: | St. Paul, MN |
| Date Posted: | January 21, 2025 |
| Reports To: | Youth Programs Director |
| Salary: | \$62,000 - \$65,000 |
| Schedule: | Full-time, exempt; Monday through Friday, 8:00 AM - 4:30 PM (typical); some overnight travel required, especially in summer months |
| 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 cultivate a community of emerging leaders in service to people and the planet. Learn more at conservationcorps.org.

Our values embody safety, justice, stewardship, community, and leadership. In working to fulfill our mission, 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 Community-Based Program Manager is a new position that will collaborate on the redesign of the Youth Outdoors program (2025) into the new, community-based expansion of our Summer Youth Corps (SYC) program (2026 and beyond). SYC is a conservation workforce development program for youth, ages 15-18, led by AmeriCorps members, ages 19-30. SYC has historically been a residential program based in northern Minnesota and operated across greater Minnesota and neighboring states. The community-based expansion will be a non-residential, day program based in St. Paul and operated across the Twin Cities metro. Community-based SYC members will connect to the natural environment while they work together for six weeks in small groups called crews. Individuals will gain natural resource fieldwork experience and develop workforce readiness skills (e.g. leadership) while

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completing conservation and community improvement projects throughout the Twin Cities metro area. SYC is dedicated to accessibility for the Deaf/Hard of Hearing community and runs American Sign Language (ASL) programming.

The Community-Based Program Manager is integral to the development and implementation of the community-based expansion of our Summer Youth Corps (SYC) program. This position requires creativity and energy to overcome the challenges inherent to new program design and implementation as well as supervisory, customer/client services, project management, and administrative skills. In 2025, this position will not supervise direct reports or program participants to focus on new program design for implementation in 2026 (approx. 80% effort). Remaining effort (approx. 20%) will support this year's residential SYC program staff team and program participants as an on-the-job training and development opportunity. For 2026 and beyond, this position will manage all aspects of the community-based program, including partner and project management, AmeriCorps member recruitment and development, youth programming, day-to-day operations, and administrative tasks. This position will also continue to work collaboratively with other SYC program staff to ensure a cohesive program culture across the community-based and residential programs, including collaborating on shared experiences among program participants (e.g. training and special events). This position will eventually supervise and delegate responsibilities of various duties to future new hires.

Key Responsibilities:

Program Design, Evaluation, and Continuous Improvement

- Lead the collaborative development and implementation of program design, including establishing and documenting standard operating procedures.
- Maintain program outcomes data and assist the organization in reporting program results to stakeholders.
- Evaluate and improve the program to ensure sustainability of a high-quality program that meets the needs of communities, project partners, and participants for years to come.
- Contribute to continuous organization improvement efforts, such as committee work.
- Pursue professional development opportunities and contribute relevant learnings to the workplace.

Partner and Project Management

- 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.

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- Oversee program facilities, equipment, and fleet inventory management.
- Contribute to and complete program reports for the CCMI Board of Directors and for grants.

Safety

- Effectively promote equal opportunity and maintain a psychologically safe work environment that is free of discrimination and harassment.
- Role model appropriate risk management procedures and safe work practices.
- Provide oversight and accountability for safety policies and procedures implementation 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 AmeriCorps members, CCMI staff, and project partners.
- Facilitate difficult conversations on complex issues including reasonable accommodations, conflict mediation, and disciplinary meetings including 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:

- High tolerance for ambiguity, strong creative thinking skills, adaptability, and a positive mental attitude.
- Willingness to take initiative and ability to both work collaboratively and with minimal supervision.
- 3-5 years of supervisory and leadership experience with high school youth and young adults (preferably in a conservation 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.
- Excellent written and verbal communication skills for internal management and external outreach.
- Working knowledge of natural resource project management such as trail maintenance and construction, shoreline/watershed restoration, forest/prairie management, and wildlife habitat improvement.
- 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 Spanish, Hmong, and/or American Sign Language (ASL) is preferred.

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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/113402-Employee/jobs/16599920-CommunityBased-Program-Manager/>

Priority application deadline: **February 10, 2025**

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