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Staff Position Description

Position:	Youth and Family Liaison
Program:	Summer Youth Corps (SYC)
Location:	St. Paul, MN
Date Posted:	January 21, 2025
Reports To:	SYC Program Manager
Salary:	\$23.00 - \$25.00/hour
Schedule:	Full-time, non-exempt; Monday through Friday, 8:00 AM - 4:30 PM (typical); some weekend hours and 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 Youth and Family Liaison is a new position that will play a pivotal role in supporting 40-80 youth participants and their families within CCMI's Summer Youth Corps (SYC) residential program as well as the community-based program expansion (set to launch in 2026). 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. Youth and AmeriCorps members in both programs 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 completing conservation service projects

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on public lands. SYC is dedicated to accessibility for the Deaf/Hard of Hearing community and runs American Sign Language (ASL) programming.

The Youth and Family Liaison will facilitate a close working relationship between youth, their families, and other SYC and CCMI staff. They will be the primary contact for youth and families and responsible for managing the communication and collaboration necessary to fulfill the administrative aspects before, during, and after youth programming. This position will work closely with SYC program managers, recruitment, and human resources staff to recruit and retain youth participants. Programming runs in the summer months and requires some weekend hours and overnight travel. In the off-season, the Youth and Family Liaison will support program development through collaborative continuous quality improvement efforts.

Key Responsibilities:

Youth Program Recruitment & Onboarding

- Collaborate with the recruitment team to help build and maintain relationships with key sourcing channels for SYC's target audiences, including youth ages 15-18 and members of the Deaf, Deaf-Blind, and Hard of Hearing (DDBHH) community.
- Organize and host information sessions to educate perspective youth & families and attend outreach events to promote SYC programming, eligibility requirements, and the application process. This includes occasional travel to participate in job/career fairs and other community events.
- Facilitate clear communication during the recruitment and onboarding process with both youth members and their families, including verifying receipt and completion of pre-hire documents, supporting the medical review and reasonable accommodation processes, and keeping youth and families informed of next steps.

Youth & Family Communication

- Serve as the primary contact for youth and their families before, during, and after their participation in the SYC program. This includes but is not limited to answering phone calls, responding to voice and text messages, and monitoring program email accounts.
- Share relevant program updates with families via weekly e-newsletter ensuring they are kept informed about key program milestones, important dates, and celebrations of the work being completed during their youth member's service term.
- Coordinate and communicate with families regarding medical and mental health concerns, ensuring that necessary updates and accommodations are made to support the wellbeing of all youth members during their participation in the program.
- Engage with families to discuss any behavior management or disciplinary issues that arise, seeking input and ensuring consistent communication regarding youth conduct and the resolution of any challenges.
- Coordinate travel logistics for youth member arrivals and departures, managing unexpected changes (e.g. early departures) and adjusting plans as necessary.

Administration

- Maintain accurate program records by ensuring all youth member data and documentation (e.g. hiring documents, timecards, medical forms, behavior reports) is organized, up to date, and properly stored.

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- Oversee the administration of knowledge surveys and program evaluations at the start and end of programs to gather feedback to assess program effectiveness and guide continuous improvement efforts.
- Oversee the youth performance evaluation process.
- Contribute to the tracking, collection, and analysis of data such as participation rates, program outcomes, quotes/stories, and participant feedback. Help prepare reports for internal and external stakeholders, including funders and partners.
- Maintain an alumni tracking system and connect with the alumni network to support ongoing program efforts.

Safety

- Effectively promote equal opportunity and maintain a psychologically safe work environment that is free of discrimination and harassment.
- Foster a welcoming and inclusive experience for youth and their families from placement through program completion.
- Assist in ensuring that all emergency preparedness plans are in place, including ensuring youth members and families are aware of emergency procedures for both residential and community-based programming.
- Maintain and review records of any safety-related incidents including accidents, injuries, or behavioral issues that may pose a safety risk. Work with program managers to ensure appropriate follow up and resolution.

Program Evaluation & Continuous Improvement

- Support the evaluation and improvement of 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.

Qualifications:

- Two or more years' experience working or volunteering directly with high school youth including communicating with their families.
- Demonstrated outstanding written and verbal communication skills.
- Administrative experience demonstrating high attention to detail and thoroughness.
- Demonstrated commitment to justice, equity, diversity, and inclusion, and ability to work with diverse audiences.
- Willingness to take initiative and ability to both work both collaboratively and with minimal supervision.
- Adaptability and a positive mental attitude.
- 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/16599913-Youth-and-Family-Liaison/>

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

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