



**Title: Local Program Director**

**Date:** 1/8/18

**Reports to:** Operations Director

**Starting Salary:** \$36-40,000; negotiable

**Location:** Flagstaff or Tucson, AZ

**Status:** Full Time, Exempt, Regular

**Benefit Eligible:** Full

**Summary:**

**Arizona Conservation Corps**

Arizona Conservation Corps (AZCC) operates conservation service programs across Arizona that empower individuals to positively impact their lives, their communities and the environment. AZCC's operates Local Program crews based in Tucson, Phoenix, and the White Mountains for 18-25 year olds, and summer Youth Conservation Corps (YCC) crews in many communities throughout the state.

**Conservation Corps New Mexico**

Conservation Corps New Mexico (CCNM) provides youth and young adult opportunities to complete conservation projects on public lands in southern New Mexico and is based in Las Cruces. CCNM is operationally supported by Arizona Conservation Corps staff. During peak season, 2-4 crews may be supported by staff based in Las Cruces with the potential for additional crews as partnerships develop.

**Position Summary:**

The AZCC/CCNM Local Program is comprised of a diversity of crews, all of which have a specific geographical focus in their operations and/or recruitment. This Program includes:

- Three and six month crews in the White Mountains which recruit exclusively from the nearby communities and work primarily with local partners, but occasionally travel to other parts of the state and camp out near their projects.
- Crews in Southern New Mexico recruited locally in Las Cruces and who work both in local public spaces, but also in other national parks, forests, and lands while camping out near their projects.
- Six month crews in Tucson which engage local Opportunity Youth and work locally with Pima County and other local land management agencies in a day crew format.
- A pilot program in the Valley of the Sun (greater Phoenix area) which will engage local young adults in projects in their neighborhoods while offering structured, credentialed educational opportunities as integral to the experience.
- Summer youth opportunities as part of the Youth Conservation Corps (YCC) which offers a shorter introductory experience to the full conservation corps experience in six small communities throughout primarily Northern Arizona, but with the potential to expand into Southern New Mexico and Southern Arizona as opportunities arise.

The Local Program Director is responsible for the operations of AZCC's and CCNM's Local Program crews, ensuring they are operating efficiently, effectively and with the greatest positive impact possible for our participants and partners. This person will be responsible for our locally-based crews and programs throughout Arizona and Southern New Mexico and will supervise a team of staff who will be on the ground directly supporting crews in the field and completing

necessary administrative tasks as well. Duties include ensuring compliance with all Conservation Legacy policies, safe crew operations, successful completion of work projects, satisfied project partners, and an impactful experience for all participants.

The Local Program Director must develop and maintain a good working relationship with AZCC and CCNM staff, major funding sources, community representatives, project partners, and Corpsmembers and Crew Leaders. The position has recurring access to vulnerable populations.

### **Essential Responsibilities and Functions:**

#### **Programmatic Responsibilities:**

- Plan and oversee the implementation of all Local Programs
- Work with Leadership Team and program staff to coordinate project scheduling and maintain an up-to-date comprehensive Local Program project calendar
- Ensure Local Programs receive resources and support needed to be successful meeting specific goals in the community where they are operating
- Implement, maintain, and refine program policies and procedures
- Work closely with Local Program staff to ensure sound hiring decisions for Crew Leader positions
- Work with Leadership Team and Local Program staff to address issues of discipline
- Implement and monitor program tracking and reporting systems
- Review, analyze, evaluate, and report on project data
- Implement and monitor member and program evaluation process
- Periodically visit crews in the field to assess the quality of program implementation, including visits with other Local Program staff to ensure consistency and provide professional development opportunities to Local Program team
- Foster a collaborative approach to organization-wide Local Program delivery, looking for efficiencies and celebrating successes
- Work with the Training and Logistics Director and other program staff to ensure trainings are effective in preparing Local Program Corpsmembers for their terms of service

#### **Management Responsibilities:**

- Participate in regular operations team meetings
- Participate in periodic management and strategic planning efforts to inform current and long-term planning and management needs
- Serve on the Program Ops Committee of Conservation Legacy
- Participate on other AZCC/CCNM or Conservation Legacy committees as available
- Represent AZCC/CCNM with dignitaries, political figures, and other visitors as needed
- In coordination with the AZCC/CCNM Leadership Team produce and manage Local Program budget
- Assist with development and analysis of new markets
- Participate in AZCC/CCNM planning for growth and management, such as reorganization plans, staffing patterns, strategic plans, development and implementation
- Share resources and time with other teams within AZCC and CCNM, ensuring staff are collaborating readily across programs

**Supervisory Responsibilities:**

- Supervise and develop the Local Program staff including Program Coordinators and Field Supervisors
- Participate in the hiring, management, and evaluation of Local Program staff
- Recruit, orient, train, and support the Local Program staff
- Promote an efficient, collaborative, and effective working relationship among staff across all AZCC and CCNM offices
- Provide ongoing feedback, coaching and evaluation for Local Program staff
- Provide administrative, logistical, and counseling support to Local Program staff

**Administrative Responsibilities:**

- Ensure Local Program compliance with Conservation Legacy and AZCC/CCNM protocols and policies
- Work closely with all administrative staff in a supportive, collaborative and collegial manner
- Support Local Program team and promote an effective and efficient working environment
- Perform office administration duties such as phone calls, mailing, filing, etc

**Physical Requirements:**

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Local Program Director is required to sit, stand, walk, speak and hear. The Local Program Director may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she must be able to operate office equipment, telephone, and computer and reach with hands and arms. The Local Program Director may be required to lift up to 50 pounds unassisted. The ability to drive an organizational vehicle is also required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

**Minimum Qualifications:**

- Two years' experience in a year round supervisory or management position with a corps or service based program
- Flexible, adaptable and capable of working in a fluid, changing environment
- Proficiency in computer technology, including databases
- Valid driver's license, insurable driving record and acceptable criminal history check

**Preferred Qualifications:**

- Bachelor's Degree (BA/BS) from four-year college or university
- Outstanding organizational and time management skills, and ability to prioritize
- Excellent task management skills
- Excellent communication skills including verbal, written, and presentation
- Adept at building relationships and rapport with partners both internally and externally

**To Apply:** Send cover letter and resume to Russ Dickerson, Operations Director, [russ@conservationlegacy.org](mailto:russ@conservationlegacy.org). Review of application materials will begin as soon as they are received. Position will remain open until filled and is subject to closure without notice.