

# Staff Position Description



MISSION: FOSTERING CONSERVATION SERVICE IN SUPPORT OF COMMUNITIES AND ECOSYSTEMS

VISION: A LEGACY OF HEALTHY LANDS, AIR AND WATER; THRIVING PEOPLE AND RESILIENT COMMUNITIES

**Title:** Program Coordinator – CREW

**Reports to:** Program Director

**Starting Salary:** \$47,700 - \$49,131

**Location:** Chattanooga, TN

**Status:** Full time, Exempt

**Benefit Eligible:** Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off  
*per Personnel Policies*

**Application period:** Please apply by March 22<sup>nd</sup>, 2024

## ***Program Summary:***

The Southeast Conservation Corps (SECC) is a non-profit service organization built on the legacy of the Civilian Conservation Corps (CCC) that operated from 1933-1942. SECC provides recent-era military veterans, young adults, and teenagers opportunities to complete conservation projects on public and private lands throughout Tennessee and the Southeast region. While serving with SECC members learn natural resource management practices and team work through completing high quality projects such as prescribed burning, fuels management, land restoration, trail construction, invasive plant management, and much more. Programs are structured using a stepladder approach to provide a progression of development related to personal, professional, and project skills. SECC operates field programs nearly year-round from January – November, with the peak season being May – August. During peak season, up to 10 crews can run simultaneously. SECC engages approximately 120 members per year throughout youth, adult, and veteran crews, as well as internships.

## ***Position Summary:***

The Program Coordinator's primary responsibilities are recruiting, hiring, training, supervising, and mentoring seasonal field staff including Crew Leaders, and Assistant Crew Leaders; supporting and maintaining partnerships through partner coordination, project development, site scouting, project management, and reporting; overseeing and maintaining consistent quality control, risk management, data quality, and program integrity.

## **Essential Responsibilities and Functions:**

### **Staff Support and Supervision**

- Work in collaboration with the Program Director and other SECC staff to recruit, hire, train, mentor, evaluate, supervise, and support local staff and crew leaders.
- Work with other staff on pressing projects when appropriate, including recruitment efforts and shop tasks.

### **Program Support**

- Working with the Program Director, coordinate and schedule activities and projects with a diverse array of project partners and land managers.
- Determine and develop project expectations and specifications, working with project partners. Communicate work plans to Field Supervisors and Crew Leaders, ensuring that they are prepared and knowledgeable of projects prior to implementation.
- Actively engage in quality control and risk management through all phases of project planning, implementation, and evaluation.
- This position will support field-based staff as needed. Field Supervisors will be the first line of field resources, with Program Coordinators as backup.
- Collect data from crews on an ongoing basis. Maintain and organize multiple information systems and databases.
- Support Administrative Staff to produce high-quality reports for project and community partners. This includes, but not limited to, data gathering, photo collection and members and partner quotes.
- Support Program Operations Staff to ensure the shop, fleet, equipment, and other practical crew needs are met.

### **Other Duties**

- Assist with a wide variety of in-house training such as training on leadership, chainsaw operations, trail work, driving, Wilderness First Aid, and Leave No Trace, The Program Coordinator may also be involved with other on-the-job training such as advanced felling, rock work, fence construction and maintenance, rigging, and historic preservation.
- Responsible for planning and implementing Field Supervisor and Crew Leader Trainings, including field-based components.
- Works with Field Supervisors to plan and implement field-based crew member training.
- Leads Crew Leader recruitment tasks including community outreach, leader outreach, interviews, selection, and onboarding.
- Assist with member recruitment tasks as needed including community outreach, member outreach, interviews, and selection. This includes meeting with the recruitment coordinator during recruiting periods to provide updates and needs for

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recruiting and attending events as needed to elevate recruitment opportunities program-wide.

- Supports Logistics Coordinator as needed to assist in completing logistics tasks including maintaining crew supplies, assisting with fleet management, and repairing hand and power tools.
- Participate in program promotional activities such as Esprit de Corps days, volunteer events, and representation at conferences
- Serve as a responder to SECC field emergencies and in the on-call rotation.
- Handle incidents, incident reporting, and coordinates workers comp claims as they arise
- Assist with other general duties as needed or assigned by supervisor.
- Successfully engages, leads and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Reports any potential harassment or complaints within the organization as identified in the Personnel Policy Manual.

### **Physical Requirements:**

*Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours, the ability to move across varied terrain, use of program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Ability to safely drive an organizational vehicle may also be required for some positions.*

### **Minimum Qualifications:**

- Exhibits the ability to effectively work on diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Minimum of 2 years of experience in youth development or corps field.
- Experience with influencing diverse groups of employees to achieve common goals.
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment.
- The ability to carry out assigned work independently or with minimal supervision.
- The ability to communicate effectively, manage complexity cultivate innovation, and drive and influence results of oneself and others.
- Ability to work well with others and to seek assistance when needed to carry out assignments.
- Familiarity with Microsoft Office programs and applications, or similar platforms.

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- Ability to keep others, in remote locations, accountable to expectations.
- Valid Driver's License and Insurable Driving Record.
- Must be able to pass the organization's criminal history check requirements.
- Experience leading Conservation Legacy programs, members or administrative systems.

### **Preferred Qualifications:**

- Technical competence and experience in dry stone masonry, full bench trail construction, trail maintenance, fence construction, and maintenance, crosscut saw operation and maintenance, and chainsaw operations for riparian restoration and fuel reduction.
- Experience supervising and supporting Crew Leaders in a staff role at a Conservation Corps program.

### **Substance Free**

In accordance to a drug free workplace, alcohol and drugs are prohibited while participating in AmeriCorps and program activities and while on organization property.

### **To Apply:**

1. Send Cover letter and resume to Kelsey Durr at [kdurr@conservationlegacy.org](mailto:kdurr@conservationlegacy.org)
2. Cover Letter Must include:

Subject line includes "Applicant\_(Your Name)"

Cover letter includes a response to the following: Provide some examples of your experience effectively working with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.

*Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or reasonable accommodation due to a disability during the application or recruiting process, please send a request to the hiring manager.*