



Title: SECC Program Coordinator

Date: October 30, 2018

Location: Chattanooga, TN

Salary: Salary group 3 (\$32,000-36,000)

Status: Year-round, full-time, exempt

Benefits: Full benefits as per Conservation Legacy personnel policies

Start Date: Preferred December 3, 2018; negotiable

Southeast Conservation Corps:

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 youth and young adult's opportunities to complete conservation projects on public and private lands throughout Tennessee and the Southeast Region. While serving with SECC members learn job training skills, conflict resolution, leadership, teamwork, and environmental stewardship. Programs are structured using a stepladder approach to provide a progression of skill development based on a member's needs. SECC runs field programs nearly year-round from January – November, with the peak season being May – August, when adult and youth crews are operating at once. During peak season, up to seven crews can run at one time. SECC engages approximately 120 members per year throughout youth, adult, and veteran crews, as well as internships.

Summary:

Program Coordinator primary responsibilities are to recruit and select leaders for all programs; coordinate the planning and implementation of all leader and member trainings; schedule and execute pre-site field visits with project partners; complete pre-site specs and post-hitch accomplishment data entry; coordinate communication between the field and office staff, as well as supporting and mentoring all field staff to ensure crews are both supported and prepared to maintain safety, program integrity, and quality projects in the field by providing pre-field and in-field guidance; manage a seasonal Field Supervisor and their work flow responsibilities including rig-up, de-rig days and field visits, participate in events such as all corps, graduations, manage budgets related to field operations and training, work with the Field Supervisor to address logistics as needed such as facility general repairs, inventory and maintenance of food shed, tools, saw and gear sheds as well as vehicles, participate in staff meetings both at home base and with other Conservation Legacy programs.

Both office and field operations are required by this position. This position is dynamic and comfortability and flexibility with an ever-shifting work schedule is a must! The position consists of around 40% fieldwork to 60% office work.



Essential Responsibilities and Functions:

Recruiting, Interviewing and Selection of Crew Leaders

- Develop and implement a crew leader recruiting strategy.
- Work with Recruitment Coordinator to establish and maintain a database of all recruiting contacts.
- Coordinate recruiting visits to schools, community partners, etc.
- Assist Recruitment Coordinator with interviewing and selection process for members across all programs when needed.
- Coordinate and complete interviewing, selection, & placement of 15 - 20 crew leaders annually.
- Facilitate and manage the submission of all necessary hiring paperwork and on boarding processes for crew leaders.

Program Oversight & Field Support

- Field staff mentorship – provide technical expertise, professional development, guidance and emotional support to leaders and member crews in the field. Identify positive working solutions to crew management issues for crew leaders.
- Insure project quality and quantity by providing technical assistance to and accountability of crew leaders in the field.
- Model risk management procedures in the field to create a safe working environment
- Enforce all SECC Policies and Procedures.
- Assist with weekly check-ins with crew leaders.
- Respond to crew emergency situations.
- Participate in an on-call system for crews in the field.
- Manage and work cooperatively with a seasonal Field Supervisor.

Development & Training

- Take the lead in development and implementation of all leader and member trainings including technical trails, chainsaw, leadership, and facilitation skills. Collaborate with other SECC staff to finalize training schedule prior to execution.
- Be a role model and mentor - providing encouragement, guidelines, and supervision to crew leaders and members throughout the field season.
- Work with other SECC staff to develop training opportunities for members and leaders throughout the field season.



- Develop and maintain positive partnerships with community and project partners.

General Administration

- Manage multiple databases for recruitment, selection, payroll, and leader onboarding.
- Manage and maintain accurate pre-hitch specs and post-hitch data.
- Manage reporting of all necessary information and complete program reports including field site visits, recruiting notes, and field/yard inventories.
- Work within an established program budget; manage personal and leader credit cards, receipts, and financial reporting.
- Maintain oversight of SECC's vehicle and trailer fleet, including maintenance schedule/database and addressing maintenance issues as needed, as well as yearly registration.
- Schedule vehicle/trailer logistics for each crew, as well as seasonal vehicle rentals.
- Manage oversight and inventory of SECC food shed pre, during, and post season.

Physical Requirements:

Periodic to regular overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Program Coordinator is required to sit, stand, walk, speak and hear. The Program Coordinator 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 Program Coordinator 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:

- Ability to exhibit quality communication, leadership, mentoring, and facilitation skills.
- Minimum of 2 years (24 months) experience related to field leadership and crew management with a Conservation Legacy program or other conservation corps.
- Experience with all or most of the following: trail construction & maintenance, chainsaw operation & maintenance, hand tool maintenance, fencing, and managing front backcountry crews, as well as day crews.
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment.
- The ability to teach, plan, and facilitate trainings for necessary technical skills.
- Demonstrated managerial experience.
- Minimum of 2 years (24 months) of supervising others in this work environment.



- Minimum of educational experience: High School Diploma/GED
- Valid driver's license and an insurable driving record.
- Proficient in computer programs, databases, other technology such as MS Word, Excel, & Outlook.
- Must be able to pass a criminal history background check, as required by Conservation Legacy policies.
- Must hold a current certification in Wilderness First Aid (WFA) and CPR at minimum.
- Must hold a chainsaw operation certification at level B or higher.
- Strong conflict resolution and team building skills.
- Demonstrated sound judgement and problem solving in emergency situations.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- Able to work independently and motivate others.
- Computer literate (MS Word, Excel, & Outlook proficient).
- Desire to spend time in the company of youth and young adults; ability to instigate fun!

Preferred Qualifications:

- Experienced skill level in working with military veterans in outdoor and/or professional settings.
- Holds a current chainsaw operation certification at level C.
- Specialized certifications such as grip hoist training, herbicide applicators license within the Southeast region, etc.
- Bachelor's Degree or higher, in related field.

To Apply: Send Cover letter and resume brenna@conservationlegacy.org

Position open until filled.

Southeast Conservation Corps is a program of Conservation Legacy.