



Title: Individual Placements Program Director
Reports to: Operations Director
Salary Group: 4 (36 - 40K DOE)
Location: Flagstaff or Tucson, AZ
Status: Full time, Exempt, Regular
Benefits: Full as per policies

Date: August 26, 2019

Summary:

Arizona Conservation Corps, a program of Conservation Legacy, aims to continue the legacy of the Civilian Conservation Corps of the 1930s. AZCC is focused on connecting youth, young adults and recent era military veterans with conservation service work projects on public lands. Our programs promote professional and personal growth, experiential learning, and an ethic of natural resource stewardship while incorporating the guiding principles of community, dedication, challenge, integrity and fun! AZCC offers conservation service opportunities across Arizona that engage individuals and strengthen communities through service and conservation.

The Individual Placements (IP) Program Director is responsible for managing effective and efficient support of individual placement programs at AZCC. Our IP team will recruit and place roughly 100 individuals per year within the geographic region served by AZCC. This position interacts with other Conservation Legacy staff on admissions processes, member tracking, and other areas of administrative support. This person will be responsible for the IP program across Arizona and supervises a team of staff. This team is currently supporting Individual Placements with some partners in New Mexico as well.

Essential Responsibilities and Functions:

Human Resources Management

- Select and place interns across the state based on partner interest and funding availability.
- Ensure that all open positions are filled in a reasonable amount of time.
- Collect, compile, and process all required admissions and enrollment materials.
- Manage online systems that are necessary for successful program operations.
- Help support and improve systems for member selection and admissions processing.
- Coordinate timesheet and payroll processes for all members and provide appropriate information to Conservation Legacy business office as needed.
- Assist with management of current AmeriCorps slot allocations and changes as they happen

Program Support and Administration

- Implement effective and efficient administrative systems for intern recruitment, enrollment, evaluation, exiting, reporting, and marketing.
- Collect and compile information for AmeriCorps, federal agencies, and other reporting needs, as well as prepare reports according to our agreement timelines.
- Communicate regularly with program staff to determine the effectiveness of administrative systems and make changes as necessary for continuous improvement.
- Provide ongoing support for all members including the development and implementation of orientation and training opportunities.

- Collect and manage tracking of receipts, expenses, reimbursements, and other basic business needs.
- Collaborate with crew-based program support staff to help develop and implement recruitment strategy.
- Implement and monitor program tracking and reporting systems.
- Ensure the enforcement of program and risk management policies.

Partner Support and Position Development

- Work with our agency partners to manage and support current and future sites and supervisors for all interns.
- Collaborate with host agency sites to develop position descriptions.
- Coordinate and support other initiatives that support and build the program.

Regional and Organizational Support

- Maintain productive relationships and interface significantly with the other staff to provide assistance and communication regarding administrative details, operations, and other program items.
- Participate in staff and team meetings and support other staff as appropriate.

Supervisory Responsibilities:

- Supervise and develop the IP team, including our IP Support Coordinators.
- Participate in the hiring, management, and evaluation of IP staff.
- Recruit, orient, train, and support the IP staff.
- Provide ongoing feedback, coaching and evaluation for IP staff.
- Provide administrative and practical support to the IP staff.

Physical Requirements:

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions, the IP Program Director is required to sit, stand, walk, speak and hear. The IP 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 ability to drive an AZCC vehicle is also required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

Qualifications:

- Minimum of 2 years managing administrative systems in non-profit or similar organizations.
- Previous programmatic experience with a Corps, youth serving organization or Federal Agency highly preferred.
- Experience with AmeriCorps programs and compliance
- Experience with human resources management and admissions/hiring processes.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- Outstanding organizational and time management skills, and ability to prioritize.
- Self-motivated, decisive, and able to work independently.
- The ability to communicate effectively with all staff in the organization and to understand administrative needs as they arise.
- Bachelor's Degree (BA/BS) from a four-year college or university preferred.
- Insurable driving record and ability to pass Conservation Legacy's criminal history checks.
- Proficient in all Microsoft Office Suite applications and ability to manage information in an organizational database.
- Positive, entrepreneurial attitude and attentiveness to detail.

To Apply: Please send cover letter and resume including references to Russ Dickerson
russ@conservationlegacy.org Position is open until filled and subject to close without notice.