



MONTANA CONSERVATION CORPS JOB DESCRIPTION

Job Title: Regional Program Manager	Reports to: Regional Director
Classification: Regular Full-Time	Exempt/Non-Exempt: Exempt
Date: September 2021	Access to Vulnerable Populations: Yes

Position Overview

The Regional Program Manager (PM) staff position is responsible for the internal operations and day-to-day management of Montana Conservation Corps (MCC) field programs and participants within a region, including the supervision of regional Field Coordinators. Primary duties include participant hiring and onboarding, program implementation, quality monitoring and reporting of all MCC field programs operating within the region, oversight of member and leader progress toward completion of program objectives, compliance with all MCC policies, procedures, protocols, and adherence to safety and administrative standards. The Program Manager must develop and maintain a good working relationship with Crew Leaders and Members, project partners, community partners, regional and statewide staff.

Principal Duties and Responsibilities

Administrative:

- Oversee the selection of Crew Leaders and Crew Members; conduct interviews, complete reference checks and pre-hire follow up forms.
- Work closely with State Office administrative team to ensure timely completion of AmeriCorps participant onboarding tasks.
- Actively manage crew rosters and personnel to support program and project objectives throughout the field season.
- Monitor and oversee participant wellness through medical screening during onboarding, workers compensation support and light-duty options for injuries, etc.
- Monitor the timely submission and quality of all crew paperwork including Timesheets, Crew Reports, Incident Reports, Workers Compensation, Partner Evaluations, Project Accomplishments, and participant/program evaluations
- Effectively utilize statewide file-sharing and database software in the interest of member management and program objectives
- Monitor the accuracy and updating of regional tracking systems
- Manage, track, and ensure compliance with regional training budget
- Participate in statewide staff and peer meetings; participate in staff teams as needed
- Participate in an emergency on-call schedule

Supervision:

- Provide direct training and supervision to regional Field Coordinators and field program participants, including ongoing professional development, feedback, and periodic written evaluation of performance

- Planning, coordination, and implementation of the Leadership Development Program
- Provide leadership and coordinate appropriate levels of counseling support to crews and individual participants
- Implement fair and appropriate discipline and behavior management for Coordinators, Leaders/Members as needed to maintain high functioning crews and strong morale throughout the region

Programmatic:

- Set appropriate standards for participant development; instill a culture of inclusion, caring and professionalism; cultivate safety awareness within crews; ensure compliance with MCC policies and safety standards; monitor and ensure documentation of participant performance
- Design, organize and implement regional trainings as determined by regional and statewide program teams
- Work with the statewide Program Manager team to create and maintain statewide participant development resources
- Ensure high quality implementation of MCC programming thorough knowledge of MCC program objectives as well as education and training curriculum, most notably the Leadership Development Program.
- Assist with Project Information Sheets and project coordination, site visits and crew debriefs as necessary/appropriate
- Attend and support statewide trainings when requested
- Aid in the development of MCC-hosted community projects and generation of volunteers for those projects

Qualifications & Skills

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's Degree or equivalent work experience
- Previous supervision experience
- Strong interpersonal and administrative skills, ability to effectively communicate through written word and orally
- Three years of experience in youth development, outdoor recreation, education, or natural resource work
- Relevant technical skills including trail maintenance and construction, chainsaw use and maintenance, fencing, stream bank restoration, Leave No Trace and back country travel
- Ability to be away on overnight trips for up to a week at a time, often camping in a tent
- Proficient with Microsoft Word and Excel, cloud-based collaborative systems, as well as G Suite for businesses
- Minimum age of 21
- A valid driver's license, ability to pass a Motor Vehicle Records check and ability to be insurable per MCC parameters
- Ability to attain Wilderness Advanced First-Aid/CPR certification; advanced levels of First-Aid preferred
- Ability to pass a Criminal History Check

MCC seeks to provide access and opportunity to a diverse group of staff and participants, while continuing to identify and reduce barriers to being involved in our organization and programs. We encourage applicants of all backgrounds to apply.

While this position description describes the general nature and level of work being performed by people assigned to this position, it is not an exhaustive list of all responsibilities, duties, and skills required. All Montana Conservation Corps positions may be required to perform duties outside of their normal responsibilities.