



WisCorps, Inc.
789 Myrick Park Drive
La Crosse, WI 54601

Now Hiring Headquarters Staff!

Job Title: Conservation Corps Crew Program Manager
Location: La Crosse, WI
Department: Conservation Corps
Status: Full-Time, permanent
Schedule: Full-Time. Flexible schedule with varying shifts; 40 hours/week with additional hours as needed. Some evening & weekend hours may be occasionally required.
Reports To: Director of Conservation Corps Programs
Travel: Yes, moderate regional travel required.
Starting Salary: \$40,000 annually, exempt from overtime
Benefits: Competitive pay, opportunity for advancement, health, dental, 401k, six weeks of paid time off annually, seven paid holiday, parental leave, dynamic & fun work environment
To Apply: Email cover letter & resume to Eric Robertson at Eric.Robertson@WisCorps.org by 5:00pm on Feb 11th, 2022

About WisCorps:

WisCorps is a 501(c)3 organization headquartered in La Crosse, WI. Our two core programs include the Conservation Corps and the Myrick Park Center. We carry out conservation projects throughout the state of Wisconsin and the Upper Midwest and provide environmental education programs for children, adults, and families in the La Crosse community. Our building, the Myrick Park Center, is used as a wedding venue, and as a meeting space for a variety of community organizations.

Our mission is to develop leadership, self-confidence, and a strong work ethic in youth and young adults through the active stewardship of Wisconsin's communities and natural resources.

Our Commitment to Justice, Equity, Diversity, and Inclusion:

We expect members of our staff to be justice, equity, diversity, and inclusion leaders within the organization and in our community. Staff is expected to continually create and support a culture of justice, equity, diversity, and inclusion in all WisCorps programs. Staff should seek to remove barriers to participation and create a safe and welcoming environment for all individuals, especially those who have been traditionally marginalized in the environmental field. This includes, but is not limited to BIPOC, AAPI, LGBTQIA+, Hispanic/Latinx, and individuals with a disability. Staff lead with an anti-racist mindset, and continually evaluate policies and procedures, and identify and provide feedback on those that do not support justice, equity, diversity, and inclusion.

Position Overview:

The Conservation Corps Crew Program Manager reports to the Director of Conservation Corps Programs and is responsible for the leadership, management and oversight of the Conservation Corps Crew program. Performing as lead representative for specific WisCorps agreements and partnerships, the Conservation Corps Crew Program Manager guides projects through their lifecycle; ensures member, partners and programmatic and compliance needs are met; provides WisCorps management (including risk management) and supervision of Field Coordinators, Crew Leads and Crew Members; oversees crew project logistics and program budget monitoring; collaborates with partners on program evolution. You will be a driver for the program's sustainability and growth into new areas of Wisconsin and a catalyst for creating equitable, diverse and inclusive culture within the program and the WisCorps organization as a whole.

WisCorps Conservation Corps Crew Program Manager (CPM) position is full-time permanent based out of the La Crosse, WI headquarters and will travel throughout Wisconsin, as well as occasional trips to Michigan and Indiana. The CPM is directly responsible for three Field Coordinators who are responsible for supervising Crew Leaders as well as supporting 2-3 field crews. WisCorps expects to run as many as seven simultaneous conservation crews during the 2022 field season. The CPM will be ultimately responsible for crew project preparation, implementation and reporting by way of the three Field Coordinators. The position will ensure WisCorps crews are fully prepared, trained and equipped with the appropriate project supplies/tools, transportation and equipment throughout the length of each field season. The position will work directly with each Field Coordinator and project partner to ensure crew safety, high quality work, positive crew community. The CPM must be comfortable with physical labor and long days (including some nights/weekends) in outdoor & unpredictable conditions. Extensive travel and periodic overnights will be required throughout the course of each field season.

The CPM is responsible for providing administrative support to the Director of Conservation Corps Programs as well as a liaison with all program project partners. The position will oversee the Conservation Corps Crew programs, policies and procedures, and office systems. The person will perform duties to provide administrative support for any range of office functions and program facilitation.

Conservation Corps Crew Program Manager Responsibilities:

- Management & Supervisory Duties
 - Serve as the Program Manager for the Conservation Corps Crew department
 - Oversee three Field Coordinators, one operations manager and up to seven crews, which includes being on call during non-work hours to respond to crew emergencies or incidents
 - Perform regular site visits and evaluations of project sites, Field Coordinators, Crew Leaders, and Crew Member experience
 - Hire, train, supervise, and evaluate current and future Conservation Corps Crew staff, including Field Coordinators and Operations Managers
 - Work with the Marketing & Recruitment Department to develop recruitment plans, help to ensure a diverse pool of applicants, and oversee the hiring of field staff, crew members, and crew leaders
 - Promote an environment of collaboration, effective communication, timely feedback, and continual improvement within the program
 - Facilitate regular Conservation Corps Crew Program meetings
 - Ensure that policies and procedures are followed and address discipline issues when necessary
 - Facilitate any corrective action for Field Coordinators and keep appropriate records
- Programmatic Duties

- Oversee the management and implementation of WisCorps conservation crews, community crews, & disaster response crews (Includes the oversight of a project itinerary, regular site visits and assisting with communication before, during, and after the project)
 - Ensure that the Conservation Corps Crew Program provides both a positive experience for participants and high-quality work for project partners
 - Actively observe, seek, and evaluate feedback from crew members, crew leaders, staff, and project partners and use gathered data to continually improve the program
 - Represent WisCorps at conferences, community, and recruitment events
 - Regularly visit crews and staff in the field to build rapport and get hands-on with the program on the ground – use firsthand knowledge to inform decision making
- Training Duties
 - Assist with the design and implementation of an engaging, inclusive, and effective training curriculum for the Conservation Corps Crew program, including equity, diversity, & inclusion, crew management, technical skills, and risk management
 - Create and maintain written training resources, visuals, and standard training procedures
 - Lead and support training committees for seasonal training, delegate training responsibilities, and ensure successful seasonal training for field staff, crew leaders, and crew members
 - Be an active presence at field staff, crew leader, and crew member training and orientations
 - Identify inefficiencies and challenges within the Conservation Corps Crew program and create training to address as needed
 - Mentor Field Coordinators on creating an inclusive and functional crew community
 - Be able to identify the different learning styles of individual field staff, crew leaders, and crew members and effectively adapt training as needed
- Risk Management & Safety Duties
 - Maintain a work environment that is both physically and emotionally safe
 - Ensure compliance with OSHA safety standards and all state and local worker protection laws
 - Create a culture where risk management practices are written, trained, followed, evaluated, and refined
 - Maintain appropriate certifications for self and staff (e.g., pesticide applicator, chainsaw, First Aid/CPR)
 - Manage the on-call system and support on-call staff as needed or during incidents
- Projects and Logistics Duties
 - Oversee the planning, scheduling, implementation, and evaluation of all Conservation Corps Crew fee-for-service projects
 - Actively develop relationships with potential project sponsors, agency partners, and community organizations
 - Develop and maintain relationships with federal, tribal, state, and local government agencies
 - Work closely with department staff to oversee Conservation Corps Crew purchasing, fleet vehicles, trailers, tools, equipment, supplies, crew logistics, and facilities
- Financial & Administrative Duties
 - Implement tracking and reporting systems for program and project outcomes
 - Collaborate with the Director of Conservation Corps Programs to develop and comply with annual budget targets
 - Work with Director of Conservation Corps Programs to identify and secure new funding sources to support the department and to ensure grant compliance and timely reporting

Conservation Corps Crew Program Manager Qualifications:

- An experienced senior manager with a minimum of four years in a leadership role with a conservation corps or similar agency that hosts AmeriCorps members
- Bachelor's Degree in Recreation, Conservation, Sustainability, Environmental Science, Education, or related degree preferred (Substantial experience in conservation work and/or youth programming will be considered in lieu of Degree)
- Experience leading or supervising a group/team and experience managing outdoor projects required (Relevant experience in youth leadership, outdoor recreation, environmental education, and/or natural resource management backgrounds preferred)
- Experience working on manual labor projects, using hand tools, operating chainsaws, and driving fleet vehicles and trailers is desirable
- Extensive experience and working knowledge of environmental restoration project solicitation, management and implementation (Types of projects include but are not limited to: trail building, carpentry, habitat restoration including manual and herbicide & pesticide invasive species control, and general resource management)
- Experience with hand and power tools, including brush cutter/hedger/chainsaw operations (Advanced chainsaw and crosscut certifications – a plus)
- Current WFA/CPR certificate or better or ability to attain WFA/CPR within 30 days of starting
- Applicants must be in good physical condition; capable of working long hours on strenuous, labor-intensive projects are preferred as training and work projects often require heavy lifting, constant bending, digging, and long hikes to and from the worksite (This position will primarily work outside in all types of weather conditions and environments including but not limited to high elevations, remote areas, cold, rain, snow, heat, humidity, wind, etc. The noise level in the environment is quiet to loud. PPE is provided and use is required.)
- Demonstrated ability and desire to create and nurture a culture of equity, diversity, and inclusion
- Can inspire and lead a team toward a common goal
- A systems thinker who looks for ways to improve processes and ensure replicability
- Can effectively delegate tasks and follow up to ensure timely completion
- Demonstrated ability to create and effectively manage program budgets
- Highly motivated, organized, and detail-oriented
- Excellent communication skills, actively seeks to close communication loops, and ability to seek common ground
- Proficient with Microsoft Office Software, including Outlook, Excel, and Word
- Valid driver's license and three years of clean driving history required
- Demonstrated experience with risk management and OSHA compliance – a plus
- Ability to pass WisCorps and AmeriCorps criminal history check requirements
- Believes in the WisCorps mission and willing to adhere to WisCorps policies and procedures

WisCorps provides equal employment opportunities without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran per applicable federal, state, and local laws. We are committed to assuring equal employment opportunity and equal access to services, programs, and activities for persons with disabilities. If you have a disability, and need to access information in an alternative format, or need it translated into another language, please contact us at 608-782-2494, by email at staff@wiscorps.org, or Wisconsin Relay 711.