



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

Now Hiring Headquarters Staff!

Position Title:	Director of Conservation Corps Programs
Position Type:	Full-time, permanent
Location:	La Crosse, WI (in-person)
Starting Salary:	\$50,000 annually, exempt from overtime
Benefits:	Competitive pay, health, dental, 401k, six weeks of paid time off annually, seven paid holidays, parental leave, dynamic & fun work environment
To Apply:	Email cover letter & résumé with references to matt.brantner@wiscorps.org
Deadline:	Application materials must be received no later than 5:00 p.m. CDT on Friday, April 9 th , 2021

Position Overview:

The Director of Conservation Corps Programs reports to the Executive Director and is responsible for the leadership, management, and oversight of the conservation corps department. As Director of Conservation Corps Programs, you'll be responsible for all essential programming and staff, training within the department, risk management and safety, projects and logistics, and budgetary responsibilities. You'll also be a driver for the conservation corps program's growth into new regions of Wisconsin and a catalyst for creating an equitable, diverse, and inclusive culture within the department and the WisCorps organization as a whole.

As Director of Conservation Corps Programs, you'll also serve as a member of the WisCorps Leadership Team. The Leadership Team will work closely with the Executive Director and Board of Directors to set the organization's strategic vision, develop and track the annual budget, and manage personnel. Members of the Leadership Team must attend all Leadership Team meetings, Board of Directors meetings, assigned committee meetings, training, retreats, and workshops. They will observe, analyze, and provide feedback on current and future operations and maintain professional relationships with all staff members, clients, and other stakeholders.

About WisCorps:

The WisCorps 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. WisCorps, Inc. is a 501(c)(3) conservation corps headquartered in La Crosse, Wisconsin, that engages youth and young adults in two areas: conservation projects and nature education.

Essential Areas of Responsibility:

- *Equity, Diversity, and Inclusion*
 - Be a leader within the organization and community for equity, diversity, and inclusion
 - Continually create and support a culture of equity and inclusion in all WisCorps programs
 - Seek to remove barriers to participation and create a safe and welcoming environment for crew members and staff from communities traditionally marginalized in the conservation movement, including, but not limited to BIPOC, AAPI, LGBTQIA+, Hispanic/Latinx, and individuals with disabilities
 - Lead with an anti-racist mindset and continually evaluate WisCorps policies and procedures to identify and refine or remove those that do not support equity, diversity, and inclusion

- *Management & Supervisory Duties*
 - Serve as the department head for the conservation corps department and as a member of the organization's Leadership Team
 - Hire, train, supervise, and evaluate current and future department staff, including the Operations Manager, District Managers, Program Coordinators, and Field Assistants
 - 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, crew leaders, and individual AmeriCorps placements
 - Promote an environment of collaboration, effective communication, timely feedback, and continual improvement both within the conservation corps and with the other departments
 - Facilitate regular team and committee meetings of the conservation corps staff
 - Ensure that policies and procedures are followed and address discipline issues when necessary
 - Work to achieve Corps Center of Excellence accreditation from the Corps Network
- *Programmatic Duties*
 - Plan and oversee the implementation of all WisCorps conservation corps programming, including conservation crews, community crews, disaster response crews, and individual placements
 - Ensure that all programs provide both a positive experience for program participants and high-quality work for project partners
 - Develop, implement, and evaluate written policies and standard operating procedures to ensure a consistent experience and outcomes across all programs
 - Actively observe, seek, and evaluate feedback from crew members, crew leaders, individual placements, staff, and project partners and use gathered data to continually improve programs
 - 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*
 - Design and implement an engaging, inclusive, and effective training curriculum for all corps programs, 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 all 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 corps programs and create training to address as needed
 - 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)
 - Develop and implement a written agency-wide Incident Response Plan
 - Manage the on-call system and support on-call staff as needed or during incidents

- **Projects and Logistics Duties**
 - Oversee the acquisition, contracting, planning, scheduling, implementation, and evaluation of all 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 the Operations Manager to oversee 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 Administrative Manager to develop and comply with annual budget targets
 - Oversee the development of MOUs, cooperative agreements, and other contracts for crew services with project sponsors
 - Ensure accurate and timely invoicing for project contracts
 - Work with Director of Development to identify and secure new funding sources to support the department and to ensure grant compliance and timely reporting

Qualifications:

- An experienced senior manager with a minimum of five years in a leadership role with a conservation corps or similar agency
- Demonstrated ability and desire to create and nurture a culture of equity, diversity, and inclusion
- Ability to be vulnerable and display humility as a leader
- Can inspire and lead a team toward a common goal
- A systems thinker who looks for ways to improve processes and ensure replicability
- Growth minded and prepared to drive program expansion into new regions of Wisconsin
- Can effectively delegate tasks and follow up to ensure timely completion
- Demonstrated ability to create and effectively manage departmental budgets
- Highly motivated, organized, and detail-oriented
- Excellent communication skills, actively seeks to close communication loops, and ability to seek common ground
- Valid driver's license and a clean driving record
- Ability to pass WisCorps and AmeriCorps criminal history check requirements
- Experience with trailbuilding, carpentry, habitat restoration, resource management - a plus
- Degree in non-profit management, business, natural resources, or similar field – a plus
- Demonstrated experience with risk management and OSHA compliance – a plus

Travel & Hours Requirements:

Extensive travel within (and occasionally outside) the state of Wisconsin is required. Work hours can include occasional weekends, evenings, and overnights, especially during the field season.

*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 to another language, please contact us by phone at 608-782-2494, by email at staff@wiscorps.org or **Wisconsin Relay 711**.*