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## Conservation Corps Administrator

The New York-New Jersey Trail Conference is seeking a Conservation Corps Administrator to enhance and grow our Conservation Corps. Our Corps' purpose is to train, enable, and empower future conservation leaders by teaching sustainable trail building and stewardship techniques. Our Corps engage and teach community volunteers on the responsible use and care of open space while addressing the needs of land managers.

### **Responsibilities**

#### Corps Network Compliance

Ensure all reporting and administrative tasks related to our membership and eligibility to receive AmeriCorps members from the Corps Network is completed accurately and timely. This includes but is not limited to: creating and implementing Corps policies and procedures, member slot management, site agreements, collecting project accomplishment data, member timesheets, attending all required training sessions, record keeping, procedural compliances, National Service Criminal History Check, and ensuring program staff compliance.

#### Corps Member Management/Logistics

Responsible for recruitment, selection, onboarding, development of the member training curriculum, off-boarding, risk management programs, professional development, background checks, member eligibility, uniform procurement, creation of member binders, member goals and evaluation, incident reports, initiating and monitoring of workers comp claims, and monitoring member hours.

#### Program Development and Growth

Create and maintain a program case statement including mission/purpose and develop 3-, 5-, and 7-year program plans as it relates to the organization's Strategic Plan. Create annual Plan and Budgets to implement the Corps plan.

Develop and implement an annual schedule for the Corps operations.

Manage the Corps program within planned budgets and present progress reports for stakeholders. Track projects through regular budget/progress updates, photo documentation, and reports. Manage and analyze project accomplishment data, produce reports using approved templates, and distribute reports to internal and external stakeholders.

Create and implement risk management plans for all projects and be on call during the season for urgent situations. Procurement of materials and supplies needed.

Develop branding and communication messages and themes for Corps in coordination with the Communications Manager.

Coordinate site visits and stewardship of funders.

Supervise a Conservation Corps Assistant. Ensure they are meeting the program's goals and needs within their job description. Provide support and mentoring.

#### Finances/Fundraising

Work closely with administrative staff to ensure invoicing and payroll is completed promptly and accurately. Maintain a collaborative relationship with all Trail Conference staff, agency partners, lead volunteers, and subcontractors to ensure the smooth operation of Corps projects.

Responsible for developing and implementing a plan to create a diversified source of funding for the program, including identifying new partners and new sources of income.

#### Other Tasks

Responsible for the opening and closing of the Welch Education Center, annual camp lease agreement management. Oversee capital improvement to enhance functionality of facilities.

### **Qualifications**

- Supervisory experience, preferably with young adults
- Strong organizational and time management skills
- Able to effectively interact with people from diverse cultural, socioeconomic, and ethnic backgrounds
- Leadership skills, characterized by the ability to gain respect, supervise, mentor, delegate authority, and positively influence others
- Experience with conservation work skills or related skills is preferred - i.e. trail maintenance, trail construction, habitat restoration, chainsaw, carpentry, landscaping, and gardening
- Must have the ability to effectively delegate to corps members, supervise and organize operations
- Excellent written and verbal communication skills are essential for internal management and external outreach
- Demonstrated ability to recruit, train, manage, and motivate volunteers
- Ability to listen, give, and take feedback and learn
- Familiarity with AmeriCorps or other federal service programs is preferred
- Professional experience with human resource management preferred
- Must have a valid driver's license and reliable transportation

### **Supervision and Work Environment**

The Corps Administrator reports to the Chief Operating Officer. In addition, they will work strategically with all other Trail Conference staff to provide a thriving Corps program to the organization. The Administrator is expected to prioritize their work to meet the day-to-day demands and ongoing assignments. Working with Corps Members and volunteers often takes place after normal work hours, so flexibility to work evenings and weekends is a requirement for the position.

### **Application**

To apply, please submit the following items via email attachments (start all attachment filenames with your last name) to [jobs@nynjtc.org](mailto:jobs@nynjtc.org). Please put as the subject "Corps Administrator". All application materials will be kept confidential.

1. A cover letter addressing why you are interested in this position, what distinguishes you from other applicants, and your interest and involvement in the Trail Conference
2. A resume
3. Three professional references
4. Your salary requirements or history

Applications missing any of these four items will not be considered. The position is available until filled. Candidate interviews will begin immediately and continue until an offer is made. No calls please. Check the <https://www.nynjtc.org/job-openings/> job posting to determine if the position is filled.