



## **Vermont Youth Conservation Corps**

**1949 East Main Street, Richmond, VT 05477**

**802-434-3969**

[www.vycc.org](http://www.vycc.org)

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### **Program Manager – School Program Job Description**

#### **Overview**

The Program Manager for School Programs is a full-time, year-round, program management position. The position is supervised by the Program Director, who is responsible for the overall direction and management of the VYCC Program, including Wilderness, Roving, Community, CCL, LEAP, and School Crews. The Program Manager is responsible for leading and managing all aspects of a dynamic school-based crew internship program, including staff hiring, supervision and mentorship, participant recruitment, and work project management. Attributes include confidence, the ability to work independently as well as within a close team, and a strong desire to manage a statewide conservation work and education program.

The Program Manager will work closely and collaboratively with VYCC staff, including the Program Director, Associate Program Director, Operations Director, Program Coordinators, and with program partners to develop and manage programming that reflects and furthers the program mission, goals, and processes. During the pre-season planning months, the Program Manager will recruit and hire Crew Instructors, oversee Intern recruitment, and plan and lead the Orientation for Crew Instructors. During the school year, the Program Manager serves as front-line support for School Crews, provides supervision and mentorship to the team of Crew Instructors, oversees work-based learning curriculum, and manages relationships with program partners and parents.

The Program Manager must possess exceptional time management skills, manage competing priorities, work effectively with high-performance expectations and deadlines, and have a strong desire to take a leadership role in a dynamic and challenging program. The Program Manager must believe in and demonstrate through work the VYCC mission to take personal responsibility for all of your own actions.

#### **Working Environment**

The Program Manager will be based out of the VYCC Headquarters Office in Richmond, VT. The office currently houses 22 full-time staff, as well as varying numbers of interns and volunteers who assist with special projects throughout the season. The Program Manager must be able to maintain focus and productivity amidst a bustling office atmosphere while sharing office space with others. The VYCC is a dynamic and productive organization, and the Program Manager must be open to ongoing training to effectively use the organization's systems. The Vermont Youth Conservation Corps is an organization that cultivates success using a team approach. Full-time staff must be able to balance personal initiative and independence with an ability to effectively utilize the team process.

Program Managers typically work 40 to 50 hours a week. During some seasons this position may additionally involve a great deal of travel and long hours. The Program Manager will have the ability to spend several days at a time in the field and must be able to work evenings and weekends.

#### **The Vermont Youth Conservation Corps**

The VYCC is a non-profit service, conservation, and education organization modeled after the 1930's Civilian Conservation Corps. The VYCC teaches the values of personal responsibility, hard work, education, and respect for the

environment in young people. Corps Members and Interns, young adults 15-24, work, live, and study together in small groups, completing priority conservation and park management projects throughout Vermont under the guidance of highly-trained leaders.

### **Program Responsibilities**

- Provide day to day leadership for the School Program
- Develop and manage partnerships with schools
- Develop best practices for work-based learning school program
- Recruit, interview, and hire School Crew Leaders
- Plan and implement School Crew Leader orientation and trainings
- Revise, update, and develop recruitment materials
- Cultivate community partner relationships
- Coordinate work project development with Operations Department
- Evaluate, document, and report program achievements internally and externally
- Assist with budget development and management
- Assist with Program-wide orientations and trainings
- Facilitate regular HQ program staff meetings
- Participate in Corps Member outreach events

### **Field Responsibilities**

- Train, supervise, mentor, and evaluate a team of 6-8 year-round School Crew Leaders
- Visit and work with each crew and pair of co-leaders weekly
- Oversee work-based learning curriculum development
- Plan and implement ongoing training and professional development
- Provide technical and crew management support to crews
- Evaluate health and safety of crew work sites
- Facilitate group dynamics and morale issues on crews
- Serve as a liaison between partners and the VYCC

### **Other Responsibilities**

- Assist with program logistics and events such as crew start-ups and closures
- Serve as a leader and role model for all employees at the VYCC
- Assist with program wide orientations and trainings
- Facilitate regular HQ staff meetings
- Assist with grant reports

### **Compensation**

- Salaried, exempt from overtime
- Medical and Dental Insurance
- Annual Leave
- Sick Leave
- Organizational dedication to on-going professional development

### **To apply**

For more information, please contact Harry Frank at the VYCC at 802-434-3969 ext. 146. To apply, send a cover letter, resume, and three references via email to [hfrank@vycc.org](mailto:hfrank@vycc.org) with a subject line of "Attn: Ag Program Hiring Committee" or via mail to:

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Attn: Ag Program Hiring Committee  
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