



State Park Corps Support Manager

Reports Jointly To: VYCC Conservation
Program and FPR Parks Division

Position Status: Full-time

Position Start: Position open until filled

Exemption Status/Reason: Exempt

Program Overview:

Vermont Department of Forests, Parks, and Recreation (FPR) and Vermont Youth Conservation Corps (VYCC) have partnered for many years to facilitate programs and projects that enhance recreation infrastructure for the State while providing immersive hands-on training and personal growth opportunities for young people. Crew projects include carpentry, trail construction and maintenance, forest management, and water quality enhancement, and this work is completed while Corps Members work, live, and learn together as a group for weeks at a time. Many of our State Parks projects build on the legacy of the CCC, with modern-day Crews often returning to maintain historic structures. Other projects enhance access for park visitors, or protect habitat and shorelines with ever increasing park visitation. Through projects, Corps Members gain experience in carpentry and other project areas, learn about career pathways, and practice a wide range of transferable skills valuable for future jobs. With both recreation and workforce development as essential economic strategies for the State, this partnership is a core component of the future of a thriving Vermont.

This position is designed to help grow this partnership, to create a roadmap for broadening the program across the state, and to enhance training, recruitment, and operational efficiency of the work. A successful Corps Support Manager will be an effective collaborator by facilitating strong connections between VYCC and FPR, will have a passion for the dual mission of youth development and outdoor recreation, and will be excited about a blend of behind the scenes administrative responsibilities while also getting into the field and supporting crews during the season. The role includes a mix of planning, project management, outreach, training collaboration, and admin.

The State Park Corps Support Manager will be an employee of VYCC but will report jointly to staff from both VYCC and FPR in order to support the collaborative partnership. This position is supported by grant funding for 1-year, with the intent that it is extended with ongoing funding and demonstration of successful impact.

Essential Functions:

Project Management and Field Support – Support FPR and VYCC staff on planning and implementing field projects for crews (25%)

- As an active member of both VYCC and FPR planning teams, help align schedules, project priorities, and program design
- Assist with project planning, field scoping, and documentation
- Assist with scheduling campsites and field logistics as crews move from one location to another throughout field season

Expansion Planning – Support the process of broadening the parks initiative statewide (25%)

- Lead the process of creating a 3 to 5 year expansion plan
- Conduct outreach to other state park districts to help share the success of the model and cultivate enthusiasm to grow, while working to develop the program model
- Help other state park districts prioritize projects and build a pipeline of work suitable for the program model
- Cultivate excitement and statewide support by sharing the impact of the work
- Identify funding mechanisms to ensure the model can be sustained long-term

Recruitment and Outreach – Support both FPR and VYCC in successfully hiring all seasonal positions (20%)

- Collaborate with recruitment and marketing staff at both organizations to elevate the profile of the partnership statewide
- Participate in a range of direct recruitment strategies to share the paid participant opportunities with young people across Vermont

Training – Identify and implement strategies that enhance training and workforce development outcomes (15%)

- Collaborate with FPR and VYCC staff to identify training needs based on project priorities
- Organize joint training opportunities at the staff level that align skills and standards across both organizations
- Identify workforce trends and work with program staff to implement learning outcomes into program design

Administrative – Support administrative management needs of the parks partnership (15%)

- Support reporting requirements for parks projects
- Coordinate between park staff, VYCC staff, and state business office on grant agreement scope of work process
- Support day-to-day documentation during field season

Desired Skills & Experience

- Expertise in one or more of the following service areas: Youth Corps Programming, youth development, workforce development, or recreation management
- Basic experience with one or more of the project areas we facilitate (carpentry, trails, forestry, water quality – most 2024 projects are carpentry)
- Demonstrated commitment to the values of diversity, inclusiveness, and empowerment
- Comprehensive working knowledge of program planning, organizational structure, project management, budgeting, and administrative operations
- Exceptional time management, organizational skills, communication skills, and attention to detail
- Entrepreneurial spirit and creativity to imagine expansion possibilities within existing organizational missions and program goals
- Flexible, motivated, responsible and willing to both take direction and work independently
- Experience building and maintaining collaborative relationships across multiple teams and both internal and external stakeholders
- Demonstrated performance balancing schedule obligations involving dynamic field commitments
- Valid driver's license and ability to travel throughout Vermont while operating VYCC vehicles

Our Mission: Take action and build community by working and learning together with the land.

About Vermont Youth Conservation Corps

The VYCC is a 501c3 nonprofit focused on engaging young people in service, work, conservation, and agriculture. Since 1985, VYCC staff have provided valuable work and learning opportunities to youth and young adults from across the country and from nearly every town in Vermont. Our model is strong and simple: young people, working together, guided by highly trained leaders, completing priority projects in conservation and agriculture.

Excellence and Equal Opportunity at VYCC

VYCC is committed to being an organization that is inclusive and welcoming for all employees, volunteers, and community members.

Our Workplace

This position is based out of the Vermont Youth Conservation Corps Headquarters Office at the historic West Monitor Barn, in Richmond, VT. Our office is a collegial, bustling, and fun open office atmosphere, which offers staff opportunities to interact and collaborate. Staff members can balance working remotely and on-campus in collaboration with their team schedule, tasks and all-staff gatherings. Successful staff are able maintain focus and productivity, balance personal initiative and independence, and plug into our team in ways that help us do our best work as an organization. Staff enjoy the perks of the Farm at VYCC and forest campus year-round, as well as the happenings of nearby downtown Richmond.

Compensation & Benefits:

- Starting salary for this position is \$46,000, commensurate with experience. Exempt from overtime.
- Medical and dental insurance; Health Savings Account (HSA) with matching contribution; disability and group life insurance.
- Simple IRA with matching contribution (once eligibility criteria are met).
- Annual paid time off (PTO), paid sick time.
- One week paid closure in November for all staff (in addition to PTO)
- Ongoing professional development.
- Annual gift card to the VYCC farmstand (organic produce and eggs).

How to Apply

Please complete our VYCC General Application (<http://bit.ly/VYCCapp>), to which you'll upload a cover letter, resume, and contact information for three professional references. No calls, please. Position is open until filled.

Updated 1.18.2024

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. All of the listed functions are important and are in no particular order. This is not an exhaustive list of all responsibilities, duties, and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.