

SCA STAFF POSITION DESCRIPTION

Title: Project Leader	Date Revised: 4-06
Department: Conservation Corps	Exempt Status: Exempt
Reports to: Program Manager	Location: Various
Hours: 40 + nights and weekends as required	
Starting Salary rate:	Salary Grade:

Position Summary: The Project Leader will supervise a team of members working in partnership with a Natural Resource Agency to complete a set of project outcomes. The Project Leader is responsible for assisting the Program Manager and Program Director in the design, implementation and evaluation of the project.

Responsibilities:

Project Outcomes & Agency Relations (40%)

- Ensure that all project outcomes, as developed with partner agencies, are achieved to a satisfactory level.
- Create and implement a detailed work plan based on project outcomes developed with the partner agency.
- Develop and maintain productive working relationships with all agency staff to ensure successful completion of project outcomes
- Develop network of local resources that will assist in project success
- Maintain good communications with Agency staff regarding project outcomes, work related challenges and successes.
- Complete all reporting requirements in a timely manner, including a project website and quantitative data recording.

Member Management and Support (40%)

- Work with Admission Department to recruit and select members.
- Coordinate with Program staff to orient and train members in SCA and agency policies and procedures, safety protocols and work related processes.
- Develop member work schedules and directly supervise members in all tasks associated with the project.
- Design and work towards site specific objectives that ensure an enriching experience. (To include: Service Learning, Leadership Development, Environmental Stewardship, Public Outreach & Education.
- Foster a positive learning community and a safe, meaningful work environment with an emphasis on teamwork and healthy social interaction.
- Identify and arrange opportunities for member professional and personal development.

Project Processes (20%)

- Manage a site budget using SCA procedures with the assistance of Program Manager.
- Identify and maintain an organized project work center
- Manage all aspects of SCA Risk Management protocols for the project and follow all agency safety protocols.
- Follow all administrative and operational procedures as laid out in the Corps Program Management Guide in cooperation with the program support departments of SCA.
- Liaise with other national SCA staff to utilize all organizational resources in the management of the

project to include public relations, human resources and advancement

- Market and publicize SCA to public land agencies.
- Perform other duties as assigned.

Accountabilities:

- Achieve at least a 90% satisfaction level from agency partners for the completion of project outcomes.
- Achieve at least a 90% fulfillment of site specific Goals and Objectives as developed at the initiation of project.
- Recruit and train conservation project members in partnership with partner agency.
- Maintain accurate financial records and operate within the program budget.
- Ensure that each member within the program works within a safe environment, understands and adheres to SCA and agency policy and procedure, and is being provided an opportunity for a positive member experience.
- Ensure that all program activities follow SCA standard operating procedures as outlined in the Corps Program Management Guide, as well as adhere to agency protocols
- Provide reports to agency staff or SCA when directed.
- Maintain current knowledge of all SCA programs.
- Foster an environment that promotes teamwork and respect between SCA members, staff and agencies.
- Represent a positive and professional image.
- Understand and follow all policies and procedures as outlined in the *SCA Employee Handbook*, the *Field Operation Standards*, and the *Emergency Response System* handbook.

Qualifications:

- Bachelor's degree or equivalent work experience.
- Minimum age requirement 21 years old.
- 2-4 years of experience leading teams of young adults, especially in outdoor settings.
- Strong interpersonal and communication skills (both written and verbal)
- Wilderness First Responder/Aid and CPR certification.
- Strong computer skills particularly in MS Office
- Valid Driver's license and driving record within SCA guidelines.
- Ability to pass SCA background check
- Knowledge of Leave No Trace principles helpful.

While performing this job, it will require:

- Significant amounts of travel.
- Living and working in remote communities for extended periods of time.
- Carrying heavy loads of up to 50 pounds.
- Working with hand-tools.

Staff Member Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____