



SCA STAFF POSITION DESCRIPTION

Title: Project Leader	Date Prepared: 2/15/13
Department: Young Adult Programs	Status: Full-time, Exempt
Reports to: Program Manager	Location: National
Hours: Variable depending on hitch & program schedule	
Starting Salary: \$545/week	Salary Grade:

Position Summary: Responsible for daily management and supervision of a Conservation Corps program in either a backcountry or frontcountry site with members 18 & older. Manage member and group safety and development while working on conservation projects. Represent SCA on-site and coordinate with Agency partner on designated project(s).

Essential Functions:

Crew Manager

- Lead and manage work outcomes and crew dynamics
- Facilitate team operations: food planning/purchasing, tools & equipment, vehicles
- Actively manage project/member risk to maintain a safe work environment
- Assist and train corps members in the conservation skills necessary for the project

Technical Advisor

- Supervise and assist the work skills training of corps members
- Actively manage project/member risk to maintain a safe work environment
- Promote leadership development within team and evaluate success & potential

Partnership Representative

- Manage relationship with agency partner
- Work collaboratively with agency on program logistics
- Ensure successful and timely completion of work project

Program Administrator

- Assist SCA Program Manager to complete required program reporting and documentation
- Assist SCA Program Manager in budget management and reconciliation
- Ensure compliance with all SCA Risk Management policies & procedures
- Represent SCA in a positive manner

Supplemental Functions:

Other duties as assigned by Program Manager

Performance Measures/Accountabilities:

- Effectively communicate with SCA staff, agency partners, & members.
- Complete all assigned online trainings and hiring paperwork prior to Project Leader Orientation.
- Completing all necessary paperwork prior to members arriving on site.
- Participate fully in Project Leader Orientation and any program-specific trainings.
- Maintain positive relationship with agency partners.
- Provide emotionally and physically safe environment for members.
- Complete all necessary paperwork & reporting, including a post-program phone evaluation with Program Manager.
- Follow all SCA policies and procedures as listed in the Field Operations Standards
- Understand and abide by the guidelines and policies outlined in SCA's Staff Handbook
- Understand and model SCA's Operating Values and Leadership Behaviors



Qualifications:

- Must have ability to legally work in the US
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- Previous experience related to programmatic focus.
- Ability to work with various agencies to complete project outcomes
- Obtain required medical certification- Wilderness First Aid or Wilderness First Responder (preferable) according to specific program requirements
- Excellent communication and leadership skills, strong work ethic are required
- Self-starter ability to work independently and as part of a team
- Experience managing a program budget preferred
- Valid driver's license and MVR that meets SCA standards required
- Ability to meet SCA's criminal background check standards

Physical Demands, Work Environment and Working Conditions. The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is occasionally required to

- stand walk sit carry
- use hands to finger, handle or feel objects, tools or controls' push and/or pull
- reach with hands and arms climb stairs balance
- stoop, kneel, crouch or crawl speak listen taste or smell
- The employee must occasionally lift and/or move up to _____ pounds.

- Specific vision abilities required by the job include:** close vision
- distance vision color vision peripheral vision
 - depth perception adjust focus

The noise level in the work environment is

- quiet, with minimal interruptions usually moderate, with some interruptions
- loud

While performing the duties of this job, the employee is exposed to

- weather conditions prevalent at the time dirt heat
- fumes smoke water vibration high altitude

Other – please explain: _____

This position requires:

- travel by: car bus/train airplane
- Percentage of time spent traveling per year: _____

Staff Member Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____