



**MONTANA CONSERVATION CORPS**  
POSITION DESCRIPTION  
DIRECTOR OF PROGRAMS



**Title:** Director of Programs  
**Date:** Posted November 12, 2015 to start ASAP  
**Reports to:** MCC President/CEO  
**Status:** Full Time, Exempt  
**Salary Classification:** Director Management starting at \$62,400 or more depending on experience  
**Location:** Bozeman, MT

**Summary:**

The Director of Programs ensures that MCC programs remain at the leading edge of positive youth development, excel in the teaching of leadership and civic engagement, and use best practices in corps programming. This position oversees the development and implementation of all activities related to corps member development, training, curriculum, development of positive crew dynamics, and risk management. The Director of Programs reports to the President/CEO, and is a senior manager within MCC's interdependent organizational structure. The Director of Programs must develop and maintain a good working relationship with MCC state and regional staff, board members, external trainers, vendors, MCC corps members, and youth participants. The position has recurring access to vulnerable populations and requires a criminal history check and NSOPR.

**Essential Responsibilities:**

Programmatic Responsibilities:

- Oversee the design, planning, and implementation of all MCC programs, including the Leadership Development Program, Corps Member program, Big Sky Watershed Corps, Conservation Interns, Youth Service Expeditions, YCC and tribal programs, middle school activities, and new initiatives
- Foster collaborative relations with other youth serving organizations and initiatives to leverage MCC and partner offerings for improved youth outcomes
- Oversee the development and implementation of all program policies, curricula, trainings, and orientations
- Develop the annual training budget with assistance from the Director of Operations
- Lead research and program design to ensure MCC remains at the leading edge of positive youth development, leadership, and civic engagement training, and determine adequate levels of member development
- Develop and ensure implementation of program and risk management policies and practices
- Work with regional staff and the Executive Team to develop corps member policies and oversee implementation of disciplinary processes
- Ensure program tracking and reporting systems to provide timely and specific data to assess program quality and inform program development
- Develop and oversee program and member evaluation practices to ensure continuous program improvement
- Periodically visit crews in the field to assess the quality of program implementation

Management Responsibilities:

- Participate in weekly Executive Team meetings with the President/CEO, Director of Operations, Director of Partnerships, and Director of Development and Communications
- Participate in periodic management and strategic planning efforts to inform current and long-term planning and management needs
- Work closely with the Director of Partnerships to oversee quality program implementation by regional staff
- Represent MCC with the Governor's Office of Community Service

- Serve on the Steering Committee of the Big Sky Watershed Corps
- Serve as the MCC Safety Officer to ensure a culture of safety in MCC programs and support the Board of Directors committee for risk management
- Oversee the Workers Compensation programs, claims, and OSHA reporting
- Attend MCC Board meetings and assist with board agendas, issues, and support of board committees
- Represent MCC's mission and vision, programs, and operations in a positive manner with project partners, dignitaries, political figures, and other stakeholders
- Perform office administration duties such as phone, mail, filing, etc.

**Supervisory Responsibilities:**

- Provide supervision, direction, and support for state program staff, including the Big Sky Watershed Corps manager, Statewide Program Manager, and Special Programs Manager
- In coordination with the Director of Partnerships, support the hiring, management, training, and evaluation of regional directors and regional program staff to ensure high quality implementation of MCC programs
- Oversee the professional development of program staff

**Leadership Competencies:**

- Diplomacy and relationship building
- Listening skills
- Problem-solving and decision-making
- Initiative
- Customer orientation
- Adaptability
- Energetic and playful
- Knowledge of industry and resourceful
- Results and outcomes oriented

**Physical Requirements:**

To successfully perform essential functions, the Director of Programs is required to sit, stand, walk, speak, and hear. The Director of Programs may be required to climb, balance, stoop, kneel, crouch, or crawl on an infrequent basis. S/he must be able to operate office equipment, telephone, and computer and reach with hands and arms. The Director may be required to lift up to 35 pounds unassisted. The ability to independently drive an organizational vehicle is also required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions of the position. Periodic overnight travel and non-traditional work hours, including occasional weekend and evening hours, is also required.

**Qualifications:**

- Bachelor's Degree (BA/BS)
- Minimum of 5 years of supervisory and management experience
- Minimum of 5 years of recent conservation corps or youth development organization experience
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment
- An interdependent, team-oriented work style and ability to collaborate and build productive relations with leaders, staff, and board members throughout the organization and with partner organizations
- Strong interpersonal and administrative skills
- Able to speak effectively before groups
- Competency with MS Office Suite (Excel, Word, PowerPoint, Access), electronic communications, and ability to manage information in a database (Salesforce)
- A valid driver's license with clear motor vehicle record

**To Apply:**

Send cover letter, resume, and the contact information for three references to:

Jono McKinney  
President and CEO  
Montana Conservation Corps  
206 N Grand Ave  
Bozeman, MT 59715  
[jono@mtcorps.org](mailto:jono@mtcorps.org)

Electronic submission in PDF format is preferred. Please use "Director of Programs" as the subject line of the email. Position is open until filled.

**About Montana Conservation Corps:**

The mission of Montana Conservation Corps is to inspire young people through hands-on conservation service to be leaders, stewards of the land, and engaged citizens who improve their communities. Montana's 27 million acres of public lands afford MCC a unique opportunity—to bring together young people for leadership development in the outdoors while addressing priority needs for the public good. By weaving together leadership development and skills training with hands-on service in the outdoors, MCC helps young people develop vital competencies that build a foundation for achieving success, an affinity and aptitude for being in the outdoors, and an energetic and motivated workforce. In turn, MCC participants perform substantial work that provides lasting benefit for public lands. For more information, visit us at [www.mtcorps.org](http://www.mtcorps.org).

**About Bozeman, Montana:**

Bozeman is known for outdoor recreation and a high quality of life, as demonstrated by its top rankings in magazines like *Outside*, *National Geographic Adventurer*, *Powder Magazine*, and *Fly Rod and Reel*. When you fly in over the Bridger Range or drive into the valley and find yourself surrounded by mountains, it's easy to understand why people want to live, work, and play here. Add the cultural amenities of a local symphony and ballet, the vibrancy of a college community, and an energetic downtown, and you'll see Bozeman is the complete package. For more information, visit [www.bozeman.net](http://www.bozeman.net), [www.bozemandailychronicle.com](http://www.bozemandailychronicle.com), and [www.montana.edu](http://www.montana.edu).