



Career Opportunity

POSITION TITLE	PROGRAM COORDINATOR	
DEPARTMENT	CONSERVATION PROGRAMS-EAST LOS ANGELES	
REPORTS TO	PROGRAM MANAGER	
FLSA STATUS	FULL-TIME/EXEMPT	
RECRUITMENT FOCUS	INTERNAL AND EXTERNAL APPLICANTS	
POSTING DATE:	INTERNAL CLOSING:	EXTERNAL CLOSING:
5/2/08		

ORGANIZATION SUMMARY

The LA Conservation Corps (the Corps) is a private, non-profit organization that has been helping at-risk young people develop themselves since 1986. To date, more than 20,000 young people have participated in the Corps classes and service projects, learning new skills while contributing to the quality of life for all of us in the greater Los Angeles area.

POSITION SUMMARY

The Program Coordinator implements the mission of the Corps by using his or her leadership and technical skills to develop the educational and work skills of young people, enabling them to advance in their own personal and career opportunities. The Program Coordinator accomplishes this mission by supervising and leading crew supervisors who are responsible for the immediate supervision and development of young people (corpsmembers). The Program Coordinator also ensures that the communities served receive high quality natural resources, recycling and conservation projects. Other duties may be assigned, as needed.

ESSENTIAL FUNCTIONS

- Responsible for supervising individuals who report to this position.
- Provide support in the area of corpsmember training in conjunction with the corpsmember Development Division to develop a comprehensive program for corpsmembers.
- Ensure corpsmember development by working with the management team to develop corpsmembers both personally and professionally on the work site.
- Conduct regular program meetings to ensure that operations and program goals are being met.
- Participate in weekly management team meetings.
- Responsible for program deliverables, goals, and outcomes.
- Ensure quality client services.
- Work in conjunction with the Corps's Conservation Programs Management to secure necessary resources for proper department functionality.
- Help develop specific program/project budgets and manage associated fiscal resources.
- Assist the Managers, Senior Managers and Directors in managing program activities and the overall management of annual budgets for assigned programs.
- Appropriate human and material resources to ensure that projects are completed successfully and within budget.
- Oversee the advanced monthly scheduling of work crews to insure a seamless flow of work for short, mid and long term planning.
- Work with management to foster new funding and work contract opportunities. In conjunction with helping to develop cost estimates on work opportunities.
- Work with the development team to expand and implement the Conservation Programs Division.

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- Submit monthly progress reports in a timely manner to appropriate staff and project sponsors. Reports should accurately capture project progress throughout the month and should be formatted to the Corps and sponsor specifications.
- Responsible for assigned program outcomes.
- Provide support to the Administrative Office and other Directors in the Conservation Programs Division to allocate resources.
- Work and communicate with program sponsors, local Community Based Organizations (CBOs), and other public and private agencies to guarantee scheduled goals are met.
- Be accountable for establishing a safe working environment where no industrial injuries occur that can be attributed to negligence, carelessness, and/ or inappropriate safety practices.

PROFICIENCIES/SUCCESS FACTORS

- Provides supervision, training, development, safeguards and serves as a mentor and good role model.
- Organizing and Planning– Ability to structure tasks, establish priorities and set goals
- Demonstrate a high level of professionalism and work ethics
- Interpersonal - Demonstrate sensitivity, understanding and the ability to effectively interact with individuals (internal and external) from diverse cultural, socioeconomic, disability and ethnic backgrounds
- Demonstrate excellent communication skills (oral and written). Characterized by actively listening and ensuring respectful two-communication interactions
- Demonstrate a high level of accountability, responsibility and dependability
- Demonstrate a positive attitude, self-discipline, and self-awareness
- Demonstrate excellent analytical skills – characterized by identifying, assimilating and comprehending the critical elements of various situations; extract and interpret implications of courses of action
- Demonstrate teamwork through cooperation and collaboration with others

MINIMUM REQUIREMENTS/QUALIFICATIONS

- Supervisory, project management and logistics skills necessary to fulfill position responsibilities.
- Ability to work with diverse populations and motivate young adults to meet program goals.
- Competent level of computer skills (Microsoft Office Environment) and the ability to complete the necessary reports.
- Demonstrates the oral and written communication skills necessary to prepare concise, logical, grammatically correct documents and presentations.
- Organizing and Planning – Ability to structure tasks, establish priorities and set goals.
- Interpersonal – Demonstrate, sensitivity, understanding, and the ability to effectively interact with individuals (internal and external) from diverse cultural, socioeconomic, disability, and ethnic backgrounds.
- Demonstrates the ability to perform the physical requirements of the job, as well as train others.
- Ability to perform community outreach and education in schools and to community groups as well as provide presentations and instruction to other to promote environmental awareness.



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EXPERIENCE/EDUCATION

- High School Diploma or equivalency from an accredited institution required—Bachelor's degree is preferred
- Minimum of 2 years experience working and/or training young adults (ages 18-23) of various ethnic and socio-economic backgrounds.
- Proficiency in using tools appropriate for various work projects.
- Competent level of computer skills (Microsoft Office Environment) and the ability to complete the necessary reports.

OTHER REQUIREMENTS

- **Pass a post-offer drug/alcohol screen test before commencing employment (required to submit for the drug/alcohol screening at a company designated facility) "REQUIRED"**
- **Tuberculosis Screening (TB immunization) before commencing employment (required to submit for the TB test at a company designated facility). "NOT REQUIRED"**
- **California Class C Driver's License, validation of driving record for commercial policy insurability per the requirements of the state of California. "REQUIRED"**
- **If a private vehicle is utilized for company purposes validation of a California Class C Driver's License, validation of driving record for commercial policy insurability is required in conjunction with proof of personal minimum liability insurance coverage per the requirements of the state of California. "REQUIRED"**
- **California Class B Driver's License, validation of driving record for commercial policy insurability per the requirements of the state of California. If you do not currently possess a California Class B Driver's License you will have 90 days from the effective date of acquiring this position to secure a Class B Driver's License. "REQUIRED"**
- **Standard multi-media first aid certification. If you do not currently possess a standard multi-media first aid certification, you will have 90 days from the effective date of acquiring this position to secure a multi-media certification. "REQUIRED"**
- **Pass a post-offer Live Scan (fingerprint/background clearance-Department of Justice) before commencing employment (required to report to a company designated facility). "NOT REQUIRED"**

WORK SCHEDULE

Monday through Thursday 6:30 a.m. to 4:30 p.m. (a minimum of 40 hours per week)

Also, due to the demands of service, hours and days of work may vary including some weekends, and earlier or later hours of work.

SALARY AND BENEFITS

- Salary \$31,845-\$51,000 annually (reflects the entire salary range). A starting salary higher than \$31,845 per year is based on a level of experience and education that significantly exceeds the minimum requirements.
- Medical, Dental, Vision and Retirement Benefits
- Vacation, Sick and Personal Holiday Benefits



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INTERNAL CANDIDATE PROCEDURE

Internal applicants must review the Transfers/Promotions guidelines and should complete a LA Conservation Corps Transfer/Promotion Career Opportunity Application within three (3) working days of the “Posting Date.” This information can be requested from the Human Resources Department. The internal application should be submitted to Human Resources by the Internal Closing Date or within three (3) working days of the “Posting Date.”

Promotions – Internal candidates will receive a 9% promotional increase or be brought to the minimum of the range, whichever is more. Lateral transfers will result in no increase of salary at the time of the lateral transfer. A later transfer will not impact an employee’s merit review date.

APPLICATION PROCEDURE

Complete an application or send a resume to: LA Conservation Corps/ Attn: Human Resources, Post Office Box 15868, Los Angeles, CA 90015 or Fax: 213.362.7958 or e-mail: jobs@lacorps.org

If a resume is sent, you will be requested to complete an application at a later date if you are chosen for an interview. Based upon a review of your application and supportive information, applicants will be considered for the interview portion. The interview will cover education and experience requirements.

LA CONSERVATION CORPS
EQUAL OPPORTUNITY EMPLOYER M/F/V/D
WWW.LACORPS.ORG