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| **Now Hiring Division Staff!** **Job Title:** Operations & Training Manager**Location:** La Crosse, WI**Division:** Wisconsin Conservation Corps**Program:** Hybrid (Crew & Individual Placement)**Status:** Full-Time, Permanent**Schedule:** Full-Time. Flexible schedule with varying shifts: 40 hours/week with additional hours as needed. Evening & weekend hours are occasionally required. The expected start date is January 20th, 2024**Reports To:** Division Director**Travel:** Yes, travel is required**Starting Salary:** $50,000 to $60,000 annually DOE, exempt from overtime**Benefits:** Competitive pay, opportunity for advancement, health, dental, 401k, six weeks of paid time off annually, seven paid holidays, parental leave**To Apply:** Email cover letter & resume to Eric Robertson at Eric.Robertson@WisCorps.org by 5:00 pm on Nov 27th, 2024 |

**About WisCorps:**

Our mission is to engage the next generation of environmental leaders through guided, hands-on service opportunities that benefit our region’s public lands. Our primary focus is to engage young adults through hands-on service opportunities in environmental stewardship, accomplished through partnerships with land management agencies and environmental education organizations across Wisconsin and the Upper Midwest.

*WisCorps is a division of Central Conservation, a 501(c)(3) non-profit conservation agency that empowers environmental organizations working to care for our Earth.*

***Position Overview:***The Operations & Training Manager (OTM) plays a vital support role throughout the Crew and Individual Placement Programs. This position is essential to WisCorps’ ability to fulfill program needs and complete fee-for-service contracts. The OTM reports to the Division Director and collaborates closely with Program Managers, Coordinators, and project partners to provide logistical and technical support. They co-lead field operations efforts focusing on safety, training, and risk management practices.

The OTM is a full-time, permanent position based in the WisCorps office located in La Crosse, Wisconsin. They will travel throughout Wisconsin and occasionally to other areas in the Upper Midwest. Primary responsibilities include providing in-person maintenance and oversight at the warehouse and housing units, coordinating and maintaining fleet vehicles, and developing and facilitating technical training skills for corps members related to various projects. Training includes but is not limited to, proper workplace safety procedures, hands-on tool use, restoration skills, and light power tool use. The OTM will assist with program onboarding and orientations.

This position is required to stay up to date on industry standards in conservation, trail construction, herbicide application, forestry, restoration, and other land stewardship work. The OTM must be comfortable with physical labor and longer field days (including some nights/weekends) in outdoor and unpredictable conditions. Extensive travel, including overnight stays, is expected during the field season.

***Operations & Training Manager Responsibilities:***

* Equity, Diversity, and Inclusion
	+ Be a leader within the organization and community for equity, diversity, and inclusion
	+ Continually create and support a culture of equity and inclusion within the Crew Program
	+ Seek to remove barriers to participation and create a safe and welcoming environment for crew members and staff from communities traditionally marginalized in the conservation movement, including, but not limited to, BIPOC, AAPI, LGBTQIA+, Hispanic/Latinx, and individuals with disabilities
	+ Lead with an anti-racist mindset and continually evaluate WisCorps policies and procedures to identify and refine or remove those that do not support equity, diversity, and inclusion
* Programmatic Duties
	+ Create and manage an effective system to inventory and track tools, vehicles, gear, and equipment, incorporating a method for staff to communicate logistical needs
	+ Work with staff to ensure the safe and professional operation of the warehouse and housing units, including adherence to all applicable OSHA, environmental, and local zoning codes
	+ Regularly visit service sites to build rapport and get hands-on with programs – use firsthand knowledge to inform decision making
	+ Represent WisCorps at conferences, community, and recruitment events
	+ Promote an environment of collaboration, effective communication, timely feedback, and continual improvement within the program
* Training Duties
	+ Design and implement an engaging, inclusive, and practical training curriculum for the Crew Program, including chainsaw, trail construction and maintenance, herbicide application, cultural preservation, and wilderness first aid
	+ Assist the Individual Placement Program in the development of safety protocols and best practices
	+ Collaborate with Program Managers to identify training needs and develop training curriculum
	+ Create and maintain written training resources, visuals, and standard training procedures
	+ Lead communications and schedule external trainers as needed
	+ A willingness to certify as a Wilderness First Aid instructor and a chainsaw instructor
	+ Lead and support seasonal training, delegate training responsibilities, and ensure successful seasonal training for Coordinators and participants
	+ Identify inefficiencies and challenges within the Division and create training to address them as needed
	+ Research industry standards and best practices to ensure current training curriculum best prepares its participants for careers
* Risk Management & Safety Duties
	+ Lead training for program staff on Workers' Compensation process and requirements
	+ Track and review incidents with administrative staff
	+ Create a culture where risk management practices are written, trained, followed, evaluated, and refined
	+ Ensure compliance with OSHA safety standards and all state and local worker protection laws
	+ Maintain appropriate certifications for self, staff and participants (e.g., pesticide applicator, chainsaw, First Aid/CPR)
* Fleet Management Duties
	+ Work with Program staff and fleet provider to manage vehicle rental and lease agreements
	+ Manage a fleet of vehicles and trailers which meet WisCorps’ needs, including coordinating service and repair schedules
	+ Obtain work needed quotes and take vehicles to a mechanic as required
	+ Keep fleet maintenance logs up to date
* Projects and Logistics Duties
	+ Assist in the planning, scheduling, implementation, and evaluation of the Crew Program calendar and projects
	+ Maintain and develop relationships with project sponsors, agency partners, and community organizations
	+ Work closely with the Division Director to determine current and future equipment and supply needs, including fleet vehicles and trailers, tools, equipment, and supplies
* Financial & Administrative Duties
	+ Manage and track vehicle, equipment, training, facility, and other major expense lines in the Division budget, including gathering information from other staff to get an accurate estimate of annual spending trends
	+ Approve invoices from vendors relating to logistics and training needs
	+ Coordinate the sale of tools, vehicles, gear, and equipment
	+ Complete monthly reconciliation of all purchases made on company card
	+ Organize and process data for end-of-season and annual reporting
	+ Work with the Division Director to ensure grant compliance and timely reporting

***Operations Manager Qualifications:***

* An experienced manager with a minimum of four years in a leadership role with a conservation corps or similar agency that hosts AmeriCorps members.
* A minimum of 4 years of practical experience training and teaching field skills. Experience leading or supervising a group or team and managing outdoor projects are required. Relevant experience in youth leadership, outdoor recreation, environmental education, and/or natural resource management is preferred. Experience working on manual labor projects, using hand tools, operating chainsaws and crosscuts, and driving fleet vehicles and trailers is desirable.
* Bachelor’s Degree in Recreation, Conservation, Sustainability, Environmental Science, Education, or related degree preferred. (Substantial experience in conservation work and/or youth programming will be considered in lieu of Degree)
* Experience developing training framework at an organizational level.
* Extensive experience and working knowledge of environmental restoration project solicitation, management, and implementation. Types of projects include but are not limited to trail building, carpentry, habitat restoration, including manual and herbicide & pesticide invasive species control, and general resource management.
* Experience with hand and power tools, including brush cutter and chainsaw operations. Plus a willingness to certify as a chainsaw instructor. Advanced chainsaw and crosscut certifications – a plus
* Current WFR/CPR certificate or better or ability to attain WFR/CPR within 90 days of starting and willingness to certify as a Wilderness First Aid instructor
* Current commercial pesticide applicator license, Wisconsin preferred
* Applicants must be capable of working long hours on strenuous, labor-intensive projects. Training and work projects often require heavy lifting, constant bending, digging, and long hikes to and from the worksite. This position will primarily work outside in all weather conditions and environments, including but not limited to remote areas, cold, rain, snow, heat, humidity, wind, etc. The noise level in the atmosphere is quiet to loud. PPE is provided, and use is required.
* Demonstrated ability and desire to create and nurture a culture of equity, diversity, and inclusion
* A systems thinker who looks for ways to improve processes and ensure replicability
* Highly motivated, organized, and detail-oriented
* Excellent communication skills, actively seeks to close communication loops, and ability to seek common ground
* Proficient with Microsoft Office Software and Google Drive, including Outlook, Excel, and Word
* Valid driver's license and insurable driving record
* Demonstrated experience with risk management and OSHA compliance – a plus
* Ability to pass WisCorps and AmeriCorps criminal history check requirements
* Believes in WisCorps’ mission and willing to adhere to organization policies and procedures

**All job offers are contingent upon the completion of a satisfactory background check.**

*WisCorps provides equal employment opportunities regardless of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran per applicable federal, state, and local laws. We are committed to assuring equal employment opportunity and access to services, programs, and activities for persons with disabilities. If you have a disability and need to access information in an alternative format or need it translated to another language, please get in touch with us by phone at 608-782-2494, by email at staff@wiscorps.org, or by Wisconsin Relay 711.*