



Southern California Mountain Foundation

- Job Title:** UCCIE Director of Corps Operations
- Reports to:** SCMF Executive Officer
- Direct Reports:** UCCIE Managers (currently 5)
- Status:** Full-time Exempt Status with Benefits (minimum 40 hours per week) at-will employment.
- Hours:** Primary work hours 7:00am - 4:00pm, Monday through Friday and some evenings and weekends as needed
- Location:** Primary reporting will be UCCIE San Bernardino Office, (1355 w. 26th Street, San Bernardino, CA 92405), as needed, to all UCCIE project locations and satellite sites.

Introduction to the Organization:

The Southern California Mountains Foundation is a 501(c)(3) nonprofit that believes connecting communities to our public lands is the key to their survival. We mobilize individuals to inspire and engage in environmental citizenship. The Southern California Mountains Foundation supports youth development through conservation initiatives integrating environmental education, training and hands-on service projects; protects our natural resources through adult and family-led programming; and provides interpretive services that focus on outdoor recreation, responsible use, and stewardship of our natural environment. The Southern California Mountains Foundation is comprised of 30 full-time staff, 75-100 part-time employees and 750 volunteers. We achieve our mission through seven programs: (1) Urban Conservation Corps of the Inland Empire, (2) Big Bear Discovery Center, (3) Off-Highway Vehicles, (4) Fire Lookouts, (5) National Children's Forest, (6) Music in the Mountains and (7) Big Bear Valley Trails.

Introduction to the Urban Conservation Corps of the Inland Empire:

The Urban Conservation Corps of the Inland Empire (UCCIE) is a certified Local Conservation Corps founded in 2006, by the late Bobby Vega and Sandy Bonilla, out of a need to provide employment training to underserved transition age youth/young adults at risk of incarceration in the City of San Bernardino. The goal of the UCCIE is to provide at risk transition age youth with opportunities to succeed through job skills training, education and work experience with an emphasis on

conservation and service projects that benefit the community. The UCCIE is the largest program of the Southern California Mountains Foundation with three main focus areas; 1. recycling service, 2. conservation services and 3. corpsmember development with an on-site John Muir charter school. The UCCIE has an annual budget of 3.5 million, and is primarily funded by a variety of government grants, corporate and foundation grants, and fee for service projects. The UCCIE department has 15 full time staff that hire and train 50-60 young adult corpsmembers annually to work on conservation and recycling project in San Bernardino and Riverside Counties.

Job Description:

The Southern California Mountains Foundation is looking for a dynamic, goal oriented, organized leader and seasoned professional to oversee the day-to-day operations of UCCIE. The UCCIE Director of Corps Operations will be responsible for directing, managing, training and motivating five program managers that comprise the UCCIE program management team. The UCCIE management team members are responsible for the oversight and management of each program (recycling, conservation, corpsmember development/charter school, warehouse/fleet, and the Indio satellite site). Each manager has a set of duties and responsibilities for the operations, functions, safety, logistics and management of their division including supervising employees and corpsmembers.

Essential functions and duties will include:

- Active member of the Southern California Mountains Foundation Executive Leadership Team
- Establish UCCIE work schedules to efficiently manage all grants and work contracts
- Oversee logistical planning for crew operations and remote projects
- Main liaison with other departments of the non-profit including administration, finance and HR
- Evaluate UCCIE program, track and document results. Monitor and modify programs to ensure that they are completed within approved budgets and timelines, meetings or exceeding program goals.
- Supervise, train, motivate and oversee the management of UCCIE staff to meet all local corps certification requirements and ensure quality of field crew operations.
- Conduct annual employee evaluations and monitor professional development of UCCIE program staff.
- Ensure corpsmember rosters, staff time reports and any billing or contract matters are submitted in a timely and accurate manner. Responsible for written reports on program accomplishments as required by the funder, in conjunction with the SCMF Grants Specialist.

- Develop relationships and communicate regularly with agency partners to ensure quality assurance & agency satisfaction.
- Coordinate weekly meetings and trainings with UCCIE Managers and Crew Supervisors.
- Facilitate project site visits to ensure compliance with UCCIE policies
- Assist project partners in developing new project plans and agreements.
- Ensure all UCCIE Program components are carried out safely.
- Other duties as assigned

The Director of Corps Operations should possess the following qualifications:

- **Planning** - ability to forecast, plan, and adjust processes based on conditions
- **Scheduling** - ability to schedule staff and corpsmembers with correct funding codes and align with budgets
- **Procurements** - ability to draft bid for services including costs estimates
- **Process** - ability to create and document systems that have strong and effective procedures that are repeatable
- **Efficiency** - ability to troubleshoot problems and come up with resolutions
- **Cost Control** - ability to manage work contracts and grants so that budgets are managed efficiently
- **Quality** - ability to develop good quality controls to maintain client satisfaction
- **Continuous Improvement** - ability to consistently seek out better ways to improve the UCCIE
- **Technology** - ability to keep the UCCIE up to date in current technology

Requirements:

- Bachelor's Degree in Business Management, Public Administration, Natural Resources/Park Management, or other similar degree is preferred but not required
- A minimum of seven years of experience in a high-level management, administrative and leadership role in a conservation corps or a related field
- Possess experience and/or knowledge in the areas of grant management, recycling services, conservation work such as public land management, fire fuels reduction, park maintenance, etc.
- Excellent organizational skills
- Experience working with diverse young adults (18-25 years of age), as well as young adults that are or have been involved in the justice system
- Excellent leadership skills and ability to resolve conflicts
- Excellent interpersonal, verbal and written communication skills
- Experience with daily operations, project management and field/recycling work
- Familiarity with community-based agencies (non-profits), services and resources

- Attention to detail and ability to multitask and manage priorities
- Strong initiative, good work ethic, and desire to advance the Organization/Corps
- Proficiency with Microsoft Office, and plus if knowledgeable in Google applications (Docs, Sheets, etc.)
- A valid driver's license

Compensation: This is a full-time salary position with a work schedule of Monday through Friday from 7:00 AM to 4:00 PM with a 1-hour lunch. Flexibility in work hours is required and may include weekends if needed.

- Salary based on qualifications and experience
- Benefits include health, dental and vision insurance, and 403(b) options
- 10 days paid vacation per year and annual accrual of 9 days paid sick leave, plus 11 paid holidays annually

How to Apply: Email a cover letter, resume and three references to sb@mountainsfoundation.org with the subject line of **UCCIE Director of Corps Operations**. Position is open until filled.

The Southern California Mountains Foundation is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.