

# Sierra Nevada AmeriCorps Partnership (SNAP) Program Director



## Job Description

### Position Description:

The SNAP Program places AmeriCorps members at environmental non-profits and agencies across the Sierra to implement ecological restoration projects, lead environmental education programs, and increase community stewardship through volunteerism. The SNAP Program Director will lead program implementation and execution to ensure all stakeholders have an exceptional experience. The Program Director is responsible for implementing a strategy to successfully recruit and retain high-quality SNAP AmeriCorps members and Host Sites. The Program Director is also responsible for developing and maintaining effective relationships with partners to ensure successful SNAP implementation. Additionally, the Program Director is responsible for ensuring the program meets all standards and requirements of the AmeriCorps grant.

### Responsibilities and Activities:

- Lead SNAP member recruitment, including posting open positions, recruiting, screening and interviewing prospective candidates and selecting members
- Develop and finalize policies and procedures, in accordance with California Volunteers and AmeriCorps regulations
- Complete all required trainings for AmeriCorps and California Volunteers grant compliance
- Take lead role in writing and managing all AmeriCorps related grants, including continuation grants
- Take lead in offsite SNAP member supervision, including monthly check in calls, yearly site visits, regular email communication, and troubleshooting any issues that may arise
- Conduct site visits to provide technical assistance to Site Supervisors, interview members, and review records systems for adequacy and compliance
- Monitor Host Sites to ensure projects are compliant and meet all grant requirements and objectives
- Take lead role in gathering and analyzing data and writing all AmeriCorps related grant reports
- Assist Executive Director and Community Engagement Director in ongoing long-term SNAP Program evaluation process. Assist with the design and development of special studies to investigate unique aspects of the program, as needed
- Create clear, open, and frequent communication lines with all California Volunteers and AmeriCorps program officers
- Work with Community Engagement Director to maintain data records, including performance measures, member files and documentation of hours

*Post Office Box 7989, South Lake Tahoe, California 96158*

*Phone: 530.542.4546 | Fax: 530.542.4546 | [info@sierranevadaalliance.org](mailto:info@sierranevadaalliance.org) [www.sierranevadaalliance.org](http://www.sierranevadaalliance.org)*

- Take lead on the enrolling members into the AmeriCorps online systems
- Attend required monthly meetings for California Volunteers' AmeriCorps programs
- Complete paperwork in a timely manner to stay compliant with all AmeriCorps grant requirements
- Ensure compliance in all California Volunteers and AmeriCorps processes
- Take initiative to stay up to date on the frequently changing rules for each AmeriCorps program
- Maintain an in-depth familiarity and understanding of all SNAP grant requirements and deadlines
- Ensure performance measure and contract fulfillment
- Work with Financial Manager on budget related issues and tracking

**Desired Qualifications:**

- Management experience, especially of early career professionals
- Familiarity with AmeriCorps or similar service program structure and expectation
- Experience with budget creation and tracking
- Grant writing and management experience
- Ability to work independently and collaboratively
- Strong communication and conflict resolution skills
- Familiarity with Sierra Nevada region, conservation issues and ecological restoration practices
- Possess and maintain a valid driver's license
- Ability to pass a criminal background check

**Benefits and Compensation:**

- \$24 - \$31.25/hour, depending on experience
- Funding secured through October 2022; extension of employment based on successful funding acquisition
- Employer paid health, dental and vision insurance
- Generous paid leave, including federal holidays, sick leave and vacation time
- Flexible work location within the Sierra, with the option to work remotely

To apply, please send a cover letter and resume to Jenny Hatch at [jenny@sierranevadaalliance.org](mailto:jenny@sierranevadaalliance.org). Applications open until filled.