



**Title:** Training and Logistics Director  
**Reports to:** Operations Director  
**Salary Group:** 4 (starting 36-40K DOE)  
**Location:** Flagstaff or Tucson, AZ  
**Status:** Year Round, Full time, Exempt  
**Start Date:** September 2018  
**Benefit Eligible:** Full

**Position Summary:** The Training and Logistics Director (TLD) is responsible for training and logistics operations across the Arizona Conservation Corps. The TLD will work with program staff to ensure trainings are innovative and effective in developing our programs, and will directly supervise Logistics Coordinators and Assistants in shop, equipment, fleet, and facilities management.

**Arizona Conservation Corps (AZCC):** Arizona Conservation Corps (AZCC) operates conservation service programs across Arizona that empower individuals to positively impact their lives, their communities and the environment. AZCC has operational bases in Tucson, Flagstaff, and White River-Pinetop with programming across the state. Arizona Conservation Corps, a program of Conservation Legacy, aims to continue the legacy of the Civilian Conservation Corps of the 1930s. AZCC is focused on connecting youth, young adults and recent era military veterans with conservation service work projects on public lands. Our programs promote personal growth, experiential learning and an ethic of natural resource stewardship while incorporating the guiding principles of community, dedication, challenge, integrity and fun!

#### **Training Responsibilities:**

- Work closely with Program and Recruitment staff, facilitate the development and implementation of all AZCC orientations and trainings for Field Crews, Local Crews and Interns
- Coordinate trainings across all AZCC office locations, focusing on aligning like trainings and simplifying schedules.
- Work with supervisors and Program Directors to coordinate other staff's involvement in trainings.
- Coordinate ongoing, vigorous evaluations of orientations and trainings and, based on feedback, develop plans for improvement.
- Ensure year round AZCC staff are appropriately credentialed to deliver those trainings deemed necessary or most effective to be done in-house.
- Work with the Operations Director, develop and ensure the enforcement of program and risk management policies
- Develop new trainings as programmatic needs emerge
- Ensure training meets industry standards per federal regulations and industry best practices
- Lead AZCC's representation as part of Conservation Legacy Program Operations Group
- Periodically visit crews in the field to assess the quality of program implementation
- Frequent travel to trainings across and beyond Arizona to observe, contribute, and ensure effectiveness of trainings

#### **Logistics Responsibilities:**

- Work closely with AZCC Leadership Team, Program Staff and Logistics Coordinators to manage all AZCC logistics including tools, equipment, vehicles, and facilities.
- Coordinate the efficient use of tools and equipment across all of AZCC programs and locations.

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- Manage and track fleet, equipment, training, facility and other budget lines totaling more than \$500,000
- Manage a safe fleet of vehicles and trailers which meet all AZCC needs.
- Work with Logistics Coordinators to manage rental vehicle agreements as necessary to supplement AZCC's owned fleet.
- Ensure the safe and professional operation of AZCC shops in Tucson, Flagstaff, and other operational bases, including adherence to all applicable OSHA, environmental, and local zoning and codes.

**Supervisory Responsibilities:**

- Supervise the AZCC Logistics Coordinators and Logistics Technicians in Tucson and Flagstaff.
- Lead the hiring, management, and evaluation of Logistics Coordinators and Logistics Technicians.
- Recruit, orient, train, and support the Logistics team; promote an efficient and effective working environment between the Logistics team and with program staff located at AZCC local offices
- Travel to other sites to support logistics staff and other operations
- Provide ongoing feedback, coaching and evaluation for all AZCC staff
- Provide administrative, logistical, and counseling support to Logistics Coordinators
- Serve as an "On Call" officer on a rotating basis to ensure support is available to staff and members in the field

**Administrative Responsibilities:**

- Ensure program compliance with Conservation Legacy and AZCC protocols and policies
- Manage program tracking and reporting systems related to incidents and risk management
- Review, analyze, evaluate, and report on incident data
- Work closely with all staff in a supportive manner
- Support direct reports and promote an effective and efficient working environment
- Perform office administration duties such as phone, mail, filing, etc.
- Other duties as assigned by supervisor.

**Physical Requirements:**

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Training and Logistics Director is required to sit, stand, walk, speak and hear. The Training and Logistics Director may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she must be able to operate office equipment, telephone, and computer and reach with hands and arms. The Training and Logistics Director may be required to lift up to 50 pounds unassisted. The ability to drive an organizational vehicle is also required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

**Qualifications:**

- Bachelor's Degree (BA/BS) from four-year college or university in a related field
- Three years of experience in Corps programs or conservation related fields
- Proficient computer skills, including Windows, Microsoft products, and database programs
- Flexible, adaptable, and capable of working in a fluid, changing environment
- Ability to pass Conservation Legacy's Criminal History Checks
- Must be comfortable working indoors in an office setting.
- Able to speak effectively before groups

- Valid driver's license, insurable driving record, and acceptable criminal history check

**Preferred Qualifications:**

- Demonstrated ability to instruct skills such as Wilderness First Aid, chainsaw operation, trail construction and maintenance, and leadership
- Outstanding organizational and time management skills, and ability to prioritize
- Technical competence in trail construction and maintenance, dry stone masonry, rigging chainsaw operation, restoration and fuel reduction work, and range fencing; all skills preferred but ability to learn required.
- C Faller or C Evaluator chainsaw certification
- C Faller or C Evaluator crosscut certification
- Current Wilderness First Responder certification
- Prior experience supervising full time, year-round staff at a Corps program

**To Apply:** Send cover letter, resume, and references directly to Russ Dickerson ([russ@conservationlegacy.org](mailto:russ@conservationlegacy.org)) Position is open until filled and subject to close without notice.