



## ROCKY MOUNTAIN YOUTH CORPS Position Description - 2023

<b>Position Title:</b>	Conservation Corps Field Coordinator
<b>Location:</b>	Office in Steamboat Springs, CO. Crews will work all throughout Northwest Colorado, Wyoming, and Utah.
<b>Reports To:</b>	Conservation Corps Program Managers (RMYC Staff)
<b># of Positions Available:</b>	Four
<b>Tentative Schedule:</b>	April 10th - October 21st, 2023
<b>Type of position:</b>	Full-time exempt-seasonal with potential for renewal
<b>Compensation:</b>	\$800/Week
<b>Benefits:</b>	Health, dental, vision, disability, and life insurance. Paid vacation, sick time, and holidays.
<b>Additional Perks:</b>	<ul style="list-style-type: none"><li>- Lodging (wall tent, access to a full kitchen and shower facilities on the RMYC campus)</li><li>- Cell Phone reimbursement (\$40/Month)</li><li>- Transportation (RMYC will provide use of a work vehicle and cover all gasoline expenses during the season)</li></ul> <p><b>Potential Training Opportunities:</b> Positive Youth Development Certificate, chainsaw and crosscut certification.</p>

### Essential Job Function:

The employee in this position will provide leadership, supervision, and support for multiple (3-4) crews of approximately 10 adults (18-25+ years old) in a 24/7 crew setting during the summer and a non-24/7 hitch model during the Fall.

The position can be broken down into three main segments: pre-season, crew leader training, and the field season.

- Pre-season work will include training on field coordinator-specific duties, preparation of all gear and field resources, and assisting with the set-up and implementation of crew leader training.
- The crew leader training segment entails providing leadership and skills training to crew leaders and assistant crew leaders. Field coordinators can expect to spend a lot of time in the field during this period while we mentor our leaders and outline our expectations for the field season. The crew leader training period will closely mimic many aspects of the field season including hands-on project work and field coordinators should expect full participation during this time.
- The main responsibilities of the field season include coordinating between project partners, crews, and admin staff in addition to administrative tasks. Field coordinators will conduct biweekly crew visits and are expected to participate in all aspects of the program when visiting a crew including overnight camping, nightly education facilitation, and project site objectives.

Once the field season starts, field coordinators generally split time 20/80 between the office and the field and are expected to spend a minimum amount of time with each crew on a bi-weekly basis. Workload changes greatly throughout the season and hours may vary dramatically depending on the needs of the crews and their locations. Schedules are flexible and require adaptability alongside self-motivation and the ability to work independently. Field Coordinators will be required to carry a backpack with personal and/or group essentials for extended periods of time and/or long distances. Field Coordinators will be required to carry hand tools and equipment for extended periods of time and/or long distances. The position requires extensive bending, lifting, pushing, stooping, carrying, and other heavy physical labor for extended periods of time.

### **Duties and Responsibilities:**

#### **Pre-season:**

- Assist with pre-season set up, inventory, packing and coordination of gear.
- Schedule and conduct pre-project site visits with project partners. Write project specs for your crews and deliver them in a timely manner.

#### **CL Training/Orientation:**

- Assist with pre-season training for Crew Leaders and Assistant Leaders.
- Assist with leading Crew Member orientation.
- Distribute tools, crew gear, and paperwork to crews as needed.

#### **Summer/Fall Field Seasons:**

- Maintain good communication with project partners and relay information to all parties involved.
- Keep open lines of communication with RMYC staff and crews in the field.
- Directly supervise crews in the field.
- Model appropriate judgment and leadership skills for leaders, assistant leaders, and crew members.
- Serve as Crew Leader (with a crew 24/7) as needed.
- Conduct regular meetings with Crew Leaders (and other corps members as necessary).
- Support the physical and emotional well-being of all corps members.
- Maintain schedule of crew visits and provide crew member transportation between crew visits as needed.
- Perform duties expected of any corps member including trail work, meal preparation, cleanup/setup, and other day-to-day duties while with a crew.
- Facilitate additional training/instruction for crews in the field pertinent to project tasks when there is minimal project partner supervision.
- Act as the RMYC duty officer, per schedule (emergency phone system contact).
- Have effective oversight of crews rigging and de-rigging between projects (non-24/7 summer crews and fall crews)

#### **Administrative Tasks:**

- Collect and ensure the accuracy of all crew weekly paperwork.
- Input crew project accomplishments and timesheets into administrative systems.
- Submit weekly digital finance reports.
- Manage/post weekly blog/photos for your crew on the website.

**Preferred Qualifications:**

- Wilderness First Responder and Adult CPR certification current through the dates of employment;
- Experience with chainsaw and crosscut operations;
- Experience with Project Management and logistics;
- Strong background in trail construction/maintenance techniques;
- Experience leading trainings, maintaining positive work and crew culture;

**Required Qualifications:**

- Previous Conservation Corps field leadership experience
- Strong organizational skills, ability to work independently, self-motivated and confident
- Ability to clearly and effectively communicate written and orally
- Appropriate risk management skills and sound decision making capabilities
- Clean driving record (Driver's License background check required)
- Pre-service background screening required including FBI background check
- Must be able to provide proof of eligibility to work in the United States
- Ability to meet physical and work environment demands of the position
- Must be at least 21 years old (RMYC driving insurance policy)

***Rocky Mountain Youth Corps is an Equal Opportunity Employer. Rocky Mountain Youth Corps is committed to the inclusion of members with all levels of ability. Reasonable accommodations are available upon request. This program is available to all, without regard to race, ethnicity, national origin, disability, age, sex, political affiliation, or religion.***

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