



ROCKY MOUNTAIN YOUTH CORPS

Position Description-2023

Position Title:	Natural Resource Internship Field Coordinator
Location:	Office in Steamboat Springs, CO. Interns will work all throughout Northwest Colorado.
Reports To:	Natural Resource Internship Program Manager (RMYC Staff)
# of Positions Available:	One
Tentative Schedule:	April 10th - October 21st, 2023
Type of position:	Seasonal - Full-time, exempt
Compensation:	\$800/Week
Benefits:	Health, dental, vision, disability, and life insurance (100% employer paid). Paid vacation, sick time, and holidays.
Additional Perks:	<ul style="list-style-type: none">- Lodging (wall tent, access to a full kitchen and shower facilities on the RMYC campus)- Cell Phone reimbursement (\$40/Month)- Transportation (RMYC will provide use of a work vehicle and cover all gasoline expenses during the season)

Summary: Natural Resource Internship Field Coordinator (NRIFC) will assist in managing the Natural Resource Internship program in cooperation with the NRI Program Manager and other key personnel. Primary components of this position are: Pre-season/placement tasks, in season program coordination, Partner Outreach, Communication and Orientation. This position is primarily office based with field support as needed during the program season.

Natural Resource Internship Program:

Overview: The NRI program engages over 100 young people in conservation and public land internships throughout Northwest Colorado and Wyoming. RMYC partners with the Bureau of Land Management and the United States Forest Service to provide a wide range of public land internship opportunities. These opportunities range from backcountry trail work, wildland fire mitigation, fisheries management, vegetation and soils monitoring (AIM), timber sale prep and much, much more.

RMYC internship opportunities vary in length depending on each position but typically operate between April and October of each year (with some exceptions). RMYC interns are supervised by BLM or USFS agency hosts.

Essential Job Function:

Preseason Placement Tasks:

- Communication with all applicants who apply to internship opportunities.
- Ensure all hiring paperwork is complete
- Organize, track, send and communicate intern applications with host agencies.
- Assist in organizing and facilitating in person intern orientations.
- Assist in AmeriCorps onboarding process

In Season Program Coordination:

- Ensure accurate submission of timesheets, photos and accomplishments by each intern (bi-weekly)
- Track AmeriCorps service time and any changes to an intern's scheduled season.
- Field visits with Interns throughout the RMYC service region.
- Assist in troubleshooting and issues that may arise with interns, hosts or vehicles.

Partner Outreach and Communication:

- Maintain consistent communication with host agencies regarding intern hiring and opportunity logistics.
- Assist in in person host agency orientations
- Other duties as assigned

Required Qualifications:

- Strong organizational skills, ability to work independently, self-motivated and confident
- Ability to clearly and effectively communicate written and orally
- Appropriate risk management skills
- 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, drug free workplace and complies with ADA regulations. 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 age 40 and over, color, disability, gender identity, genetic information, military or veteran status, national origin, race, religion, sex, sexual orientation or any other applicable status protected by state or local law.

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