



ROCKY MOUNTAIN YOUTH CORPS Position Description - 2024

Position Title:	Conservation Corps Field Coordinator
Location:	Office in Steamboat Springs, CO. Field Coordinators will work all throughout Northwest Colorado and Wyoming.
Reports To:	Conservation Corps Managers (RMYC Staff)
# of Positions Available:	Four
Tentative Schedule:	April 8th - October 18th, 2024. Potential for season extension.
Type of position:	Full-time exempt-seasonal
Compensation:	\$900/Week
Benefits:	Health and dental Insurance (100% employer-paid). Paid sick time.
Additional Perks:	<ul style="list-style-type: none">- Living accommodations available- Cell Phone reimbursement (\$40/Month)- Transportation (RMYC will provide use of a work vehicle and cover all gasoline expenses during the season)-Food stipend for overnight field visits
	Potential Training Opportunities: Positive Youth Development certificate, chainsaw, and crosscut certification.

Essential Job Function:

The employee in this position will provide leadership, supervision, and support for multiple (3-4) conservation and/or chainsaw 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:** This segment will encompass focused training on field coordinator-specific duties for the upcoming field season. This phase also involves equipping and organizing all necessary gear and field resources, along with assisting in the setup and execution of crew leader training.
- **Crew leader training:** You will play a pivotal role in imparting leadership and skill training to crew leaders and assistant crew leaders. Your role will involve extensive field time, serving as mentors for our leaders, and articulating our expectations for the field season. This training period closely mirrors key aspects of the field season, including hands-on project work and camping in a crew environment. Field coordinators are expected to be fully engaged throughout.
- **Field Season:** Your primary responsibilities during the field season will entail effective coordination between project partners, crews, and administrative staff. Field coordinators will conduct biweekly crew visits, engaging in all aspects of the program when visiting a crew. This includes overnight camping, facilitating educational activities, and ensuring the successful completion of project site objectives. You will support crew operations but also provide consistent guidance and mentorship to crew leaders, achieved through regular check-ins and performance assessments over the course of the season.

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 setup, 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 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 check-ins and debriefs 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 (fall crews)

Administrative Tasks:

- Update project specifications in Salesforce
- 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 blogs/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 a 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
- Request a minimum age 21 years old

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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