



## ROCKY MOUNTAIN YOUTH CORPS Position Description-2024

<b>Position Title:</b>	<b>Youth Corps Field Coordinator</b>
<b>Location:</b>	Office in Steamboat Springs, CO. Crews will work all throughout Northwest Colorado, Wyoming, and Utah.
<b>Reports To:</b>	Youth Corps Program Managers (RMYC Staff)
<b>Positions Available</b>	Three
<b>Schedule:</b>	April 8th, 2024 - October 11th, 2024. Potential opportunity for seasonal extension
<b>Type of position:</b>	Full-time exempt-seasonal
<b>Compensation:</b>	\$900/Week
<b>Benefits:</b>	Health and Dental (100% employer paid). Paid sick leave.
<b>Additional Perks:</b>	<ul style="list-style-type: none"><li>- Living accommodations available</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><li>-Food stipend for overnight field visits</li></ul>
	<b>Potential Training Opportunities:</b> Positive Youth Development Certificate, chainsaw and crosscut certification.

### Essential Job Function:

The employee in this position will provide leadership, supervision, and support for 2-3 crews of approximately 10-12 youth (Ages 11-18) for crews operating on a 24/7 model and day crews. The position can be broken down into four main segments: pre-season, crew leader training, the field season, and Yampa Valley Science School.

1. **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.
2. **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.
3. **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.
4. The last segment of the Field Coordinator position is the **YVSS camp coordinator** role. This involves preparation for training, training leaders on curriculum and camp protocol, and helping with camp operations

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:**

- **All program:**
  - Safely use tools with the proper Personal Protective Equipment for extended periods of time/distance
  - Carry a backpack with essentials for extended periods of time/distances
  - Report regularly to the RMYC Admin staff
  - Adhere to and enforce rules and regulations as specified in the *RMYC Employee Guidelines Handbook*
  - Submit weekly digital finance reports
  - Serve as Crew Leader or YVSS Instructor as needed due to leader illness or other unforeseen circumstances
- **Pre-season:**
  - Assist with the planning of pre-season training for Crew Leaders
  - Assist with pre-season set up, packing, and coordination of gear
  - Participate and help facilitate training workshops, field training and mid-session training
- **Crew Leader Training:**
  - Plan, organize and facilitate training and education activities
  - Model appropriate judgment and leadership skills for leaders and crew members
  - Prepare and mentor crew leaders on all aspects of crew life like team building, trail maintenance skills, and crew dynamics
  - Develop rapport with crew leaders and create plans for season check in, goals, and emergencies
- **Youth Corps Season:**
  - Directly supervise crews in the field and remain in the field for a significant amount of time providing constant logistical support for crews
  - Schedule and conduct pre-project site visits with project partners. Write project specs for your crews and deliver them in a timely manner.
  - Uphold and enforce RMYC policies and regulations
  - Act as the RMYC duty officer, per schedule (emergency phone system contact)
  - Conduct regular meetings with Crew Leaders (and other corps members as necessary)
  - Support the physical and emotional well being of all corps members and leaders
  - Distribute tools, crew gear, and paperwork to crews as needed
  - Plan and coordinate approval of crew recreational activities and travel with Program Manager
  - Perform duties expected of any corps member including trail work, meal preparation, cleanup/setup, and other day-to-day duties while on crew
  - Maintain schedule of crew visits and provide crew member transportation between crew visits as needed
  - Provide timely feedback to crew leaders
  - Fill in staffing shortages as needed
  - Have effective oversight of crews rigging and derigging between projects and at the end of the season
- **Yampa Valley Science School:**
  - Prepare and prep materials and the facility for YVSS
  - Potential for lead Instructor or camp coordinator
  - Assist training instructors on camp protocols and on the curriculum
  - Support the instructors during YVSS with teaching feedback, providing breaks, and assisting with behavioral management
  - Assist management in camp operations

- Fill in for any staffing shortages as needed

**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
- Familiarity with the corps model and conservation skills
- Experience with Project Management and logistics;
- Strong background in trail construction/maintenance techniques;
- Experience leading trainings, maintaining positive work and crew culture;

**Required Qualifications**

- Leadership experience with youth ages 11-18
- 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 (Motor Vehicle Report will be required)
- Pre-service background screening required including FBI background check
- Must be able to provide proof of eligibility to work in the United States
- 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.*

*Please refer to our website or contact Sara Duft, Youth Programs Manager at (970) 879-2135 x.102 or [sduft@rockymountainyouthcorps.com](mailto:sduft@rockymountainyouthcorps.com) with questions.*