



ROCKY MOUNTAIN YOUTH CORPS Position Description-2022

- Position:** Conservation Corps Field Coordinator
- Location:** Office in Steamboat Springs, CO. Crews will work all throughout Northwest Colorado, Wyoming, and Utah.
- # of Positions Available** FOUR. One Long term and three short term.
- Tentative Schedule:** **Short Term:** April 4th – August 20th, 2022*
Long Term: April 4th - October 14th, 2022
- *Fall opportunities for short term Field Coordinators exist within RMYC programs to continue employment:*
- *Yampa Valley Science School Camp Counselor (5 weeks start at the end of August)*
 - *As opportunities arise, possibility to join and or lead an adult Conservation Corps Crew for the Fall Season (up to 8 Weeks starting end of August). Pay may be subject to negotiation.*
- Compensation:** - \$700-\$750/Week
- Lodging (wall tent, access to a full kitchen and shower facilities on the RMYC campus)
 - Food Allowance (\$55/week)
 - Cell Phone reimbursement (\$40/Month)
 - Transportation (RMYC will provide use of a work vehicle and cover all gasoline expenses during the season)
 - **Potential Training Opportunities:** Wildland fire red card, chainsaw certification, and crosscut certification.

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 in the Fall. The position requires pre-season preparation, oversight of crew rigging and derigging, post session clean-up and hands on project work throughout the season. Field Coordinators will be expected to provide leadership and skills training to crews in the field during orientation and throughout the season. Field Coordinators will assist with set-up and implementation of pre-season training for Crew Leaders and Assistant Leaders. Field Coordinators conduct pre-project worksite visits with project partners and write logistical project specification packets for crews. Field Coordinators collect, and publish/input crew paperwork/blogs & photos into the appropriate administrative systems and social media accounts. Field Coordinators assist the Program Managers and Operations Manager in a variety of logistical and administrative tasks as needed. The position requires extensive bending, lifting, pushing, stooping, carrying and other heavy physical labor for extended periods of time. Field Coordinators may be required to carry a backpack with personal and/or group essentials for extended periods of time and/or long distances. Field

Coordinators may be required to carry hand tools and equipment for extended periods of time and/or long distances. Workload will vary throughout the season. During the conservation season work hours may vary dramatically depending on the needs of the crews and their location. Field Coordinators will be expected to participate in all aspects of the program when visiting a crew including overnight camping, nightly education facilitation, and project site objectives. Most of the work will be field based managing the logistics of crews.

Duties and Responsibilities:

- Assist with pre-season training for Crew Leaders and Assistant Leaders.
- Assist with pre-season set up, inventory, packing and coordination of gear.
- Assist with leading Crew Member orientation.
- Schedule and conduct pre-project site visits with project partners. Write project specs for your crews and deliver them in a timely manner.
- Act as the RMYC duty officer, per schedule (emergency phone system contact).
- Input crew project accomplishments into administrative systems.
- Submit weekly digital finance reports
- Manage/post weekly blog/photos for your crew on the website.
- Directly supervise crews in the field.
- Model appropriate judgment and leadership skills for leaders, assistant leaders, and crew members
- Remain in the field for a significant amount of time providing constant logistical support for crews.
- Serve as Crew Leader (with a crew 24/7) as needed.
- Conduct regular meetings with Crew Leaders (and other corps members as necessary).
- Collect and ensure accuracy of paperwork from crews to be turned into RMYC Admin Staff.
- Distribute tools, crew gear, and paperwork to crews as needed .
- Report regularly to the RMYC Admin staff.
- 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.
- Plan and coordinate approval of crew recreational activities and travel.
- Facilitate additional training/instruction for crews in the field pertinent to project tasks when there is minimal project partner supervision.
- Uphold and enforce RMYC policies and regulations.

Required Qualifications:

- While RMYC is not at this time requiring participants to be fully vaccinated for COVID-19, we may require proof of vaccination for employment in the future due to the nature of our partnerships and for the safety of everyone in our program.
- Wilderness First Responder and Adult CPR certification current through the dates of employment.
- Previous Conservation Corps field leadership experience
- Strong background in trail construction/maintenance techniques or chainsaw 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
- 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)

The Field Coordinator position is classified as a Seasonal Exempt position and has no benefits.

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.

991 Captain Jack Drive Steamboat Springs, CO 80487 www.rockymountainyouthcorps.org