



## ROCKY MOUNTAIN YOUTH CORPS Position Description – 2022



- Position:** Conservation Corps AmeriCorps Assistant Crew Leader
- Location:** Office in Steamboat Springs, CO. Crews will serve throughout Northwest Colorado
- Crews:** Conservation Crew 21-25+ (age) crew members  
Conservation/Chainsaw Crew 21-25+ (age) crew members
- Reports To:** Field Coordinator (RMYC Staff) and Conservation Corps Program Manager (RMYC Staff)
- Session Dates:** **Training dates (4 weeks):** May 9th- June 3rd, 2022  
**Summer Season (11 Weeks):** June 6th - August 20th, 2022  
**Summer and Fall Season\*(18 Weeks):** June 6th - October 8th, 2022 (Tentative end date, weather/project dependent)  
\*Potential season extension optional for natural disaster relief at the end of the Fall season
- Stipend:** **Training and Summer Season (15 weeks):** \$500/week (paid bi-weekly). Total Stipend \$7,500.  
**Training, Summer and Fall Seasons (22 weeks):** \$500/week (paid bi-weekly). Total stipend \$11,000  
**Cell Phone Reimbursement:** \$40/month
- AmeriCorps:** **Summer Season:** 675 Hour Segal Education Award (\$2,417.14)  
**Summer and Fall Seasons:** 1200 Hour Segal Education Award (\$4,441.50)  
*(Awarded upon successful completion of the season)*  
  
*AmeriCorps members are eligible to participate in the CNCS Student Loan Forbearance Program*
- Training:** As an AmeriCorps service learning program and to prepare Assistant Crew Leaders for work in-the-field, RMYC provides orientation and technical skills training at the start of the program year with additional region or project specific training throughout the service term. Focuses include outdoor leadership, backcountry travel/camping, Leave No Trace principles, technical skills for project work, tool use/maintenance, procedures surrounding risk management and best practices, creating positive crew cultures with emphasis on diversity and inclusion, and driver training. All Assistant Crew Leaders will get a Wilderness First Aid certification, and chainsaw training. Additional opportunities may exist for crosscut certification.
- Overview:** In RMYC's Conservation Corps, we offer positions to young adults to spend a season serving on meaningful conservation projects throughout northwest Colorado. Projects may include a variety of trail construction/maintenance, fence installation/removal, invasive species management, fuels reduction, habitat restoration and/or historic preservation work.
- Summer Season:** Crews will remain together 24/7 in the field with the use of a company vehicle including on projects and weekend recreational travel and activities. **You are considered 'ON' RMYC time the entire summer (11 weeks).** During the season: food, travel expenses, and showers will be paid for by RMYC.
- Fall Season:** Crews will Travel to projects, work and camp together 5-9 days at a time and then will return to the office and be **'OFF'** for 2-5 days at a time. Some projects/logistics may require crews to operate in

a 24/7 setting 'summer model' for a portion of the Fall. During your 'OFF' time participants are responsible for their own food, transportation and lodging.

All corps members and leaders will participate in service projects, daily camp chores, educational activities, and weekend recreation (weekends summer only).

Spending a season with RMYC can be a life changing and rewarding experience. Successful candidates will demonstrate a commitment to service, diversity, self-development, and the team environment.

#### **Duties and Responsibilities:**

- Participate in pre-season preparation and field training (5 weeks).
- Mentor and lead a crew of 6-8 crew members (18-25+ years old) in day to day activities on the project site, at camp, and during weekend travel/recreation (weekends summer only). This includes supporting the physical and emotional well being of those under supervision.
- Be prepared to assist Crew Leader and/or assume responsibility for Crew Members at work, camp, and during weekends (summer only), and other fulfill other needs as they arise as directed by Crew Leader
- Provide constructive criticism and direction to Crew Members.
- Oversee camp operations including camp set-up, camp hygiene, Leave No Trace principles, and all other camp elements involved with safety and risk management.
- Complete 10 hours of project work a day for 4-8 days while camping in a variety of outdoor conditions, including inclement weather, for the duration of the season.
- Support Crew Leader in submitting written and digital reports on projects, personnel, incidents, and expenses on a weekly basis.
- Oversee food budget, meal planning, and shopping for group food
- Coordinate projects and logistics on the ground with RMYC Staff and project partners
- Transport crew safely in RMYC's 12-passenger vans or other vehicles while towing a trailer
- Report regularly to Field Coordinator (supervisor)
- Plan, organize and facilitate supplemental training and education activities
- Perform duties expected of any corps member including service project completion, meal preparation, cleanup/setup, and other day-to-day duties
- Plan crew weekend recreational activities and travel (in the summer) and coordinate approval with Field Coordinator
- Conduct routine safety assessments to uphold the RMYC risk management program including vehicle checks/maintenance, and risk management meetings
- Must adhere to and enforce the rules and regulations of RMYC and AmeriCorps, which includes abstaining from the use of drugs, alcohol and tobacco while operating in a 24/7 setting or while on hitch; as well as other rules, regulations and risk management protocol.
- Members may not participate in any AmeriCorps Prohibited Activities as outlined in the Member Service Agreement (MSA).

#### **Qualifications:**

- While RMYC is not at this time requiring participants to be fully vaccinated for COVID-19, we may be requiring proof of vaccination for employment in the future due to the nature of our partnerships and for the safety of everyone in our program.
- Must be at least 21 years old
- Past environmental education, outdoor leadership or conservation experience preferred
- Ability to serve on diverse teams or with a diverse range of people
- Strong organizational skills, ability to work independently but also collectively, self-motivated, confident, flexible, and open-minded
- Clean driving record
- Pre-service background screening required, including FBI background check
- Must be able to provide proof of eligibility to work in the United States

**Role Clarification:** This is an AmeriCorps Corpsmember level position, NOT an RMYC staff member. While serving in this AmeriCorps volunteer position, Assistant Crew Leaders need to abide by the below restrictions:

- Assistant Crew Leaders will not sign/approve official documents such as AmeriCorps paperwork, member timecards, performance evaluations, disciplinary contracts, project contracts or any similar documents.
- Assistant Crew Leaders will not be directly involved in project acquisition or contracting.
- Assistant Crew Leaders will not discipline other AmeriCorps members. While they may provide guidance, facilitate crew meetings, motivate, reward and uphold safety policies on the service site, all policy violations and disciplinary action must be directed to and handled by Staff.

**CONDITIONS OF AGREEMENT:** AmeriCorps members will be subject to all state and federal laws, and the rules and regulations of OSHA and Conservation Corps. The member is expected to fully understand and adhere to the rules, regulations and code of conduct as described in the AmeriCorps member manual. 10/19 Policy violations will result in disciplinary action according to program guidelines, including written warnings, fines, suspension without stipend, and/or termination. The AmeriCorps member is accountable for meeting or exceeding the responsibilities of this position as described above, and will be evaluated at mid-term and end-term by Corps Program Staff, with input from project hosts. Successful completion is contingent on both AmeriCorps education award hours and service through the agreed upon term end date.

***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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