



**ROCKY MOUNTAIN YOUTH CORPS
Position Description-2025**

<u>POSITION TITLE:</u>	Natural Resource Internship Manager (NRIM)
<u>POSITION TYPE:</u>	Full-time, Regular, Salaried Exempt Employee
<u>SALARY:</u>	\$58,600
<u>BENEFITS:</u>	Health, dental, vision, disability, and life insurance; Retirement plan; Paid vacation, sick time, holiday pay, and parental leave.

Summary: The Natural Resource Internship Manager (NRIM) supports the management of the Natural Resource Internship program in coordination with the NRI Program Director and partner agencies. Key responsibilities include pre-season preparation, in-season program coordination, and communication with agency partners. This role is primarily office-based with field support as needed during the program season, ensuring the success of over 100 interns annually across Northwest Colorado and Wyoming.

SUPERVISION: The Natural Resource Internship Manager reports directly to the Natural Resource Internship Director and directly supervises interns in the field.

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.

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

RESPONSIBILITIES:

Preseason Placement Tasks:

- Post internship positions on job boards and attend career fairs to recruit applicants.
- Communicate with applicants, send offer letters, and manage the hiring paperwork process.
- Organize and track applications and placements with host agencies such as the BLM and USFS.
- Assist in onboarding interns for AmeriCorps participation and facilitate intern orientations.
- Collaborate with the NRI Director to update program resources and documents for interns and hosts.

In Season Program Coordination:

- Track intern timesheets, service hours, certifications, and accomplishments on a bi-weekly basis.
- Conduct field visits with interns and provide support to resolve issues with interns, hosts, or vehicles.
- Manage intern credit card transactions and organize necessary Public Land Corps paperwork.
- Monitor AmeriCorps service time and adjust schedules as needed for each intern.
- Ensure the completion and submission of hiring authority documents for interns and hosts.

Partner Outreach & Communication:

- Maintain ongoing communication with host agencies to coordinate intern logistics and hiring processes.
- Assist with hosting orientations for agency partners to ensure clear expectations and program guidelines.
- Foster positive relationships with partner agencies and provide ongoing support for program success.
- Serve as the primary point of contact for troubleshooting and resolving any issues during the internship period.
- Contribute to continuous improvement efforts by identifying areas of growth and program enhancements.

Physical Demands and Work Environment:

RMYC is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours and physical ability to walk, climb, balance, stoop, kneel, crouch, type, read, repetitive motions, lift up to 25 pounds, and/or use tools/equipment on an infrequent or frequent basis. Ability to safely drive an organizational vehicle may also be required. Noise level is typically low to moderate.

QUALIFICATIONS:

- Strong organizational and communication skills, both written and verbal.
- Self-motivated with the ability to work independently and as part of a team.
- Proficient in risk management and problem-solving in field and office settings.
- Must hold a valid driver's license with a clean driving record.
- Pre-service background checks, including FBI screening, are required.
- Ability to meet the physical demands of the role, including occasional fieldwork.
- Must be at least 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.