



# Rocky Mountain Conservancy

Position Title <b>Field Coordinators (2)</b>	Department Conservation Corps
Reports To Conservation Corps Manager	Department Breakout 100% Conservation Corps
Position Type Non-Exempt	Compensation \$500/week

**General Purpose:** The employees in these positions will provide leadership and support for six crews of approximately 6 youth (18-25 years old) and 3 crew of 10 high school youth (14-17 years old). The Field Coordinator will be responsible for all aspects of planning and implementing the High School Leadership Corps through this summer. This will include project planning, partner coordination, training development, youth education, and on-site supervision.

The High School Leadership Corps will host a single crew of ten youth for two weeks each month for June and July

The Field Coordinators will also assist with planning and implementation of the Conservation Corps season. Throughout the season, the Field Coordinator will be responsible for preparing trainings, visiting the crews in the field, updating the program manager on crew progress and status, resolving and reporting on conflicts in the field, and providing partnership support between the crews and the agency supervisors (USDA Forest Service and National Park Service). The Field Coordinator may perform the duties of this position throughout areas in Northern Colorado, including Rocky Mountain National Park, the Rawah Wilderness, Fort Collins area, Indian Peaks Wilderness, and Grand County. The position requires heavy physical labor for extended periods of time. Field

Coordinators will be required to carry a backpack with personal and group essentials including heavy trail tools for extended periods of time or long distances. Gear, uniforms, access to a company vehicle, and housing are provided.

Housing, gear, work clothing, and a work vehicle will be provided for the duration of this position.

### **Essential Duties/Responsibilities:**

- Plan and implement all aspects of High School Leadership Corps
- Assist with pre-season training for Conservation Corps;
- Assist with pre-season set up and packing and coordination of gear;
- Model appropriate judgment and leadership skills for leaders and crew members;
- Remain in the field for a significant amount of time providing 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 paperwork from crews to be turned into RMC-CC Admin Staff;
- Organize, clean, distribute, and collect crew gear;

- Administer crew paperwork;
- Report regularly to the RMC-CC Admin staff;
- Support the physical and emotional well-being of all corps members;
- Maintain schedule of crew visits;
- Plan, organize and facilitate supplemental training and education activities;
- Perform duties expected of any corps member including trail work, field planning, cleanup/setup, and other day-to-day duties while on crew;
- Plan and coordinate approval of crew activities and travel with Program Manager;
- Participate and help facilitate training workshops, field training and mid-session training;
- Attend Rocky Mountain Conservancy weekly staff meetings, as schedule allows;
- Adhere to Rocky Mountain Conservancy *Staff Handbook*.
- Enforce rules and regulations as specified in the *RMC-CC Handbook*.
- Implement and adhere to AmeriCorps policies related to behavior, reporting (timesheets and trail reports), and all-other aspects of the Member Service Agreement.

**Other Duties/Responsibilities:**

- Support Conservancy events
- Help maintain Conservation Corps vehicles
- Provide assistance for grant writing and reporting, as needed.

**Supervisory Duties:** Assist with supervision of thirty-six conservation corps interns and directly supervise two crews of ten high school youth.

**Work Schedule:**

- Field Coordinators will follow a schedule set by the Conservation Corps Manager.
- Position may require more than 40 hours/week during the High School Leadership Corps.
- Substantial travel will be required for crew visits in Conservancy-provided vehicles.
- Schedules will be flexible and adjust to changing needs of crews' in-the-field.
- Work days may begin early (i.e. 6:00AM) and end late (i.e 10:00PM)
- Season will last Mid-May through Mid-August 2018.

**Job Requirements**

- Familiarity with corps model and conservation skills
- Strong background in trail construction and maintenance techniques
- Ability to clearly and effectively communicate written and orally
- Sound judgment and ability to model and implement policies and procedures in the field
- Proficiency in low impact camping techniques
- Strong organizational skills, ability to work independently, self-motivated and confident
- Appropriate risk management skills
- Wilderness First Aid certification or the ability to have certification by start date.
- Clean driving record (Driver's License background check required)
- High School diploma or GED required.
- Ability to meet physical and work environment demands of the position, including long hikes carrying heavy equipment, repetitive lifting of upwards of 50 lbs, and strenuous repetitive movement related to tool use.
- Must be at least 21 years old
- Ability to provide evidence of current health insurance coverage.
- Pass federal and state background checks for working with youth.

**Preferred Qualifications**

- Previous Corps leadership experience
- Leadership experience with young adults ages 16-25
- Previous experience camping with youth for extended periods of time.
- LNT training.
- Bachelor's Degree in related field.
- Wilderness First Responder Certification.

**Application Process**

- Please send a cover letter, resume, and three professional references to Geoff Elliot at [geoff.elliott@rmconservancy.org](mailto:geoff.elliott@rmconservancy.org).
- If you have any questions, please contact Geoff Elliot at the email listed above or by phone at (970)586-3262.

**NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.**