

## ROCKY MOUNTAIN CONSERVANCY POSITION DESCRIPTION

### **JOB OVERVIEW**

**Position Title:** Conservation Corps Field Coordinator

**Reports To:** Stewardship Director

**Position Type:** Exempt, Seasonal, no potential for promotion within the season

**Compensation:** \$866/week

**Benefits:** Gear, uniform and the use of a company vehicle are provided. Potential for Park Housing Unit; this is completely dependent on whether a unit is available at the time of hire.

- Part-Time and/or Seasonal employees will accumulate sick time at the rate of 1 hour per 30 hours worked, up to 48 hours in a year. Unused sick hours currently are carried over from year to year up to 48 hours so they can be accumulated and used when needed. Employees will not accrue additional sick time until the balance falls below 48 hours.
- No Benefits plan available

**Dates:** Early-May through End of October

### **JOB DESCRIPTION**

**Position Summary:** The Field Coordinator will provide leadership and support for several (7-9) crews of approximately 5-8 young adults (18-25 years old). The Field Coordinator will assist with planning, implementation, and reporting of the Conservation Corps season. Throughout the season, the Field Coordinator will be responsible for preparing and implementing trainings, visiting the crews in the field, updating the Stewardship Director 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 but not limited to Larimer County, Boulder County, Gilpin County, Clear Creek County, Grand County and Jackson County. The position requires heavy physical labor for extended periods of time in the field and significant travel time in a Conservancy vehicle.

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

Field Coordinator will:

1. Assist in the development and implementation of pre-season training for Conservation Corps
2. Assist with pre-season set up, packing, and coordination of individual and group gear
3. Distribute, track, and repair all gear rentals
4. Model appropriate judgment and leadership skills for members
5. Work in the field providing logistical support for crews
6. Serve as Crew Leader (with a crew 24/7), as needed

7. Conduct regular meetings with Crew Leaders (and members, as needed)
8. Collect paperwork from crews to be turned into RMC-CC Admin Staff
9. Organize, clean, distribute, and collect crew gear
10. Administer and organize crew paperwork
11. Report regularly to and support the RMC-CC Admin staff
12. Support the physical and emotional well-being of all corps members
13. Maintain schedule of crew visits
14. Plan, organize and facilitate supplemental training and education
15. Perform duties expected of any corps member including trail work, field planning, cleanup/setup, and other day-to-day duties while on crew
16. Plan and coordinate crew activities and travel with Stewardship Director
17. Participate and help facilitate orientation and training
18. Adhere to Rocky Mountain Conservancy Staff Handbook
19. Enforce rules and regulations as specified in the RMC-CC Handbook
20. Enforce rules and regulations as specified by Conservancy, State and County for Covid-19 safety and risk management
21. Implement and adhere to AmeriCorps policies related to behavior, reporting (timesheets and trail reports) and all-other aspects of the Member Service Agreement
22. Perform administrative tasks and maintain a broad variety of databases, spreadsheets, and word documents
23. Help organize, distribute, and collect mid-season and end of season evaluations
24. Assist in preparation of grant and other reporting processes
25. Attend Rocky Mountain Conservancy staff meetings, as schedule allows
26. May support Community Volunteer Stewardship Events
27. Provide effective communication with project partners
28. Support AmeriCorps program administration
29. Any other duties assigned as needed

### **Supervisory Duties**

Field Coordinator will:

1. Oversee Conservation Corps crews (5-9 members)
2. Support volunteer supervision during community volunteer stewardship events

## **REQUIREMENTS**

1. Must be a US Citizen, US National, or Lawful Permanent Resident of the US
2. Must pass the National Sex Offender Public Registry and applicable State and Federal background checks
3. Must be fully vaccinated against Covid-19, due to close living quarters and potential interaction with the general public
4. Must successfully complete physician's review, if requested
5. Provide clean driving record (Driver's License background check required)

## **JOB QUALIFICATIONS**

### **Knowledge, Skill and Ability**

1. Familiarity with corps model and conservation skills
2. Strong background in trail construction and maintenance techniques
3. Ability to communicate clearly and effectively both written and orally
4. Robust interpersonal communication skills

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5. Sound judgment and ability to model and implement policies and procedures in the field
6. Proficiency in low impact camping techniques (LNT Ethics)
7. Strong organizational skills, ability to work independently, and self-motivated
8. Strong risk management skills
9. Ability to lead groups of diverse youth (ages 18-25)
10. Strong background in Environmental Education
11. Ability to empathize with others
12. Comfortable working in both field and office settings

### **Computer Skills**

1. Must have capable computer skills and be competent with Microsoft Office applications

### **Education or Formal Training**

1. Wilderness First Aid certification or the ability to obtain by June 1, 2022

### **Experience**

1. At least one year of experience in Corps programs or similar field
2. At least one season of experience leading conservation activities (i.e. trail building, vegetation management, historic preservation, etc.)
3. At least two years of experience working with youth and young adults.

### **Material and Equipment Directly Used**

1. Daily use of Conservancy, USFS, and NPS vehicles, including 4x4 vehicles, vans, and 14-passenger buses
2. Frequent use of hand and power tools. These include, but are not limited to: pulaskis, shovels, mcleods, various hammers, pick-mattocks, crosscut saws, hand saws, rock bars, hoes, power drills, power saws, power sanders, and wheelbarrows.
3. Frequent work around heavy machinery. These include, but are not limited to: mini excavators, dump trucks, bobcats, plate compacters, and chain saws.
4. Occasional work with livestock, including horses, mules, and llamas.

### **Working Environment/Physical Activities**

1. Long (10-hour) days of shoveling, digging, and swinging heavy tools repetitively
2. Heavy lifting of up to 50 pounds
3. Walking and working on steep or uneven terrain
4. Carrying a 40 lb. backpack up to 5 miles
5. Working in extreme weather conditions
6. Working, eating, and camping outdoors in all weather conditions.
7. Time spent at a computer – 30%-50% per week.
8. Adaptability to perform in a fast paced, ever-changing environment

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