



## 2022 CREW MEMBER POSITION DESCRIPTION

AmeriCorps Position: Crew Member (ages 18-25)

Living Allowance: \$300 per week

Service Term: Late May – August

Service Schedule: Flexible (Typically 40-hour work week)

Reports to: Stewardship Director & Field Coordinators via Crew Leader

Criminal History Check: NSOPW, FBI & State(s), the member does have recurring access to vulnerable populations.

**Location:** This is a residential program; participants will be housed in bunk houses, private residences, or tents throughout the season. Depending on crew location, crews may spend anywhere from 30% to 100% of their season living in tents. Please note certain activities such as food shopping, meal prep, eating meals, cleaning your bunk/tent/room, and evening activities do not count toward your term hours. Crews work in the following locations

- Arapaho National Forests (Sulphur Ranger District)
- Rocky Mountain National Park
- Roosevelt National Forest (Boulder and Canyon Lakes Ranger Districts)

**Position Summary:** Crew members will work with four to five of their peers and one crew leader to complete conservation, wildfire mitigation and/or historic preservation projects throughout public lands in Northern Colorado. Projects can include, but are not limited to, trail maintenance, wilderness patrols, trail construction, habitat restoration, historic structure stabilization and restoration, clearing trails of obstruction as wildfire mitigation and basic carpentry. Projects are completed alongside National Park Service and USDA Forest Service staff.

Additionally, crew members will participate in orientation and training activities, educational programs, shadowing opportunities and career development workshops. These will review safety protocols, LNT principles, backcountry preparedness, natural and cultural history topics, resume workshopping, USAJobs overview, and a review of AmeriCorps policies, expectations, and requirements.

AmeriCorps Crew Members must be able to serve effectively on a team comprised of their peers, helping fellow members achieve personal and program success through the principles of teamwork and service-learning. Crew Members must be responsive to instructions and feedback delivered by the Crew Leader, Program Staff, and project hosts from land management agencies such as the NPS and USFS.

**Qualifications:**

- Positive attitude and interest in community service
- Previous experience working in a group setting
- Strong desire to want to strengthen personal growth and leadership skills
- Effective communication skills
- Interest in conservation, historic preservation, or natural resource management
- Positive attitude and interest in service and community work
- Dedication to complete the full term of AmeriCorps service
- Proven flexibility and adaptability to a changing work schedule
- An ability to empathize with others and work through adversity
- Experience using hand tools (Preferred)

**Requirements:**

- Must be a US Citizen, US National, or Lawful Permanent Resident of the US
- Must pass the National Sex Offender Public Registry and applicable State and Federal background checks
- Must be fully vaccinated against Covid-19, due to close living quarters
- Must successfully complete physician's review, if requested
- Must be between the ages of 18-25

**Essential Service Functions:** Ability to perform the \*Essential Service Functions 40 hours per week

- Long (10 hour) days of shoveling, digging, and swinging heavy tools repetitively
- Heavy lifting of up to 50 pounds
- Walking and working on steep or uneven terrain
- Carrying a 40lb backpack up to 10 miles
- Working in extremes weather conditions
- Working, eating, and camping outdoors in all weather conditions

\*Adequately performing essential service functions is a requirement of this position. Reasonable accommodations are available upon request.

**Position Responsibilities and Tasks:**

Crew members must:

- Actively participate in all training, orientation, education, and career development programs
- Develop personal and professional goals
- Create plans to achieve those goals
- Substantially contribute to all service projects
- Abide by safety protocols, including wearing all required PPE during project work
- Follow direction and guidance of crew leaders, agency staff, and program manager

Members are expected to serve a **minimum of 300 hours and complete the entire service term per the start and end dates listed on the Member Service Agreement.** Due to the brevity of the position, no vacation, sick, or personal time is granted. If members become injured or sick, alternative projects will be identified for them to make up missed hours. Each day of service, training, or education, members will take a required ½ hour lunch that does not count towards term of service hours.

**I. To actively participate in all training, orientation, education, and career development programs.**

- Crew members must:
  - a. Attend all provided training and orientation activities.
  - b. Be prepared to take notes, complete assigned tasks, and actively participate in interactive sessions.
  - c. Attentively listen to and demonstrate respect towards presenters.
  - d. Silence and store cell phones out of reach.
  - e. Identify goals and pursue achieving them over the course of the season.
  - f. Participate in the “Crew Leader of the Week” experience to practice leadership skills.

**II. To substantially contribute to all service projects.**

- Crew members must:
  - a. Arrive at work on-time every time. Work Schedules vary crew to crew and will be identified in conjunction with your agency liaison.
  - b. Be fully prepared for the workday with nutrition, hydration, layers, work uniform and PPE.
  - c. Be fully present during the workday.
  - d. Follow direction from agency staff, crew leaders, and the program manager.
  - e. Effectively work with their crew to coordinate project responsibilities and duties.
  - f. Complete project tasks to NPS and USFS standards.
  - g. Assist with project reporting to the program manager throughout the season.
  - h. Abide by safety protocols and procedures.

In accordance with 45CFR 2520.65, AmeriCorps members may not perform prohibited service activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in the activities. Prohibited service activities are outlined in the Service Agreement section VII and AmeriCorps member manual.

**Training:** As an AmeriCorps service learning program and to prepare Crew Members for work in-the field, the Corps provides orientation and technical skills training at the start of the program year and additional region or project specific training throughout the service term including: AmeriCorps benefits, team building and conflict resolution, diversity, safety and risk management, tool safety and use, tool maintenance, Red Cross first aid and CPR, defensive driving, Leave No Trace, and backcountry skills. No more than 20% of the term hours will be spent on education/training.

**Role Clarification:** This is an AmeriCorps member level position, NOT a staff member. While serving in this AmeriCorps volunteer position, AmeriCorps members need to abide by the below restrictions:

- AmeriCorps members may NOT sign/approve official documents such as AmeriCorps paperwork, member timecards, performance evaluations, disciplinary contracts, project contracts or any similar documents.
- AmeriCorps members may NOT be directly involved in project acquisition or contracting.
- AmeriCorps members may 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.