



ROCKY MOUNTAIN CONSERVANCY POSITION DESCRIPTION

JOB OVERVIEW

Position Title: Stewardship Field Manager

Reports To: Director of Stewardship and Policy

Position Type: Exempt, Fulltime, Year-Round, potential for promotion

Compensation: \$55,000 - \$66,000 annually

Benefits: Benefit plan includes Health, Dental and Vision insurance, Health Savings Plan (for applicable insurance plans), vacation and sick leave, cell phone and IT stipend, and 401k plan.

JOB DESCRIPTION

Position Summary: The Stewardship Field Manager will provide direct oversight and day-to-day management for all Rocky Mountain Conservancy Stewardship Programs. The Stewardship Field Manager will manage several programs in the RMC Stewardship program including, but not limited to, Volunteer events, Conservation Corps, and the High School Leadership Corps programs. The primary focus of the Stewardship Field Manager will be to manage day-to-day operations of the Conservation Corps and High School Leadership Corps programs. This will include, but not be limited to, preparing and implementing trainings, scheduling, recruiting, hiring, and collecting evaluations on Corpsmembers, conducting weekly field visits, updating the Director of Stewardship and Policy on crew progress and status, resolving and reporting on conflicts in the field, supervising seasonal Field Coordinator positions, and providing feedback on their performance, providing partnership support between the crews and the agency supervisors (USDA Forest Service and National Park Service). The Stewardship Field Manager will also assist in conducting weekly meetings for the Stewardship Team. This 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 Manager will:

1. Oversee the recruitment, interviewing, hiring, and onboarding of seasonal Conservation Corps staff
2. Manage day-to-day operations within the Conservation Corps program
3. Recruit, organize, and oversee High School Conservation Corps programs
4. Assist in recruiting, organizing, and implementing Community Volunteer Stewardship Events (between 6-9 events annually)
5. Train Field Coordinators for pre-season set up, packing, and coordination of corps program
6. Help develop and implement pre-season and mid-season training/education programs
7. Model appropriate judgment and leadership skills for members
8. Oversee the weekly Field Coordinator scheduling and field visits
9. Prioritize field visits at least once a week during the season
10. Conduct regular check-ins with Crew Leaders (and members, as needed)
11. Collect critical administrative paperwork from crews to be turned into RMC-CC Admin Staff
12. Ensure all gear is organized, cleaned, distributed, and collected by Field Coordinators
13. Administer and organize crew paperwork
14. Support the RMC-CC/Volunteer Admin staff

15. Support the physical and emotional well-being of all corps members and volunteers
16. Ensure end of season reporting with Corpsmembers and partners is completely in a timely fashion
17. Maintain scheduled crew visits for Field Team
18. Perform duties expected of any corps member including trail work, field planning, cleanup/setup, and other day-to-day duties while on crew
19. Plan and coordinate crew activities during Orientation, Education, and Closing Week programming
20. Assist in the planning and coordination of volunteer days with ROMO staff
21. Participate in volunteer days with ROMO staff
22. Assist Director of Stewardship and Policy in developing programs for specific AmeriCorps Days of Service
23. Participate and help facilitate orientation and training for Corps members and volunteers
24. Help update and adhere to Rocky Mountain Conservancy Staff Handbook
25. Enforce rules and regulations as specified in the RMC-CC Handbook and through AmeriCorps
26. Work with the Director of Stewardship and Policy to enforce regulations as specified by Conservancy, State and County for public health, safety, and risk management
27. Ensure all AmeriCorps policies related to behavior, reporting (timesheets and trail reports) and all-other aspects of the Member Service Agreement are met
28. Help organize and conduct mid-season and end of season evaluations for both Conservation Corps and High School Conservation Corps programs
29. Assist in preparation and development of grant reports
30. Attend Rocky Mountain Conservancy staff meetings, as schedule allows
31. Provide effective communication with project partners
32. Support AmeriCorps program administration
33. Any other duties assigned as needed

Supervisory Duties

Field Manager will:

Primary supervisory duties include the supervision of seasonal Conservation Corps Field Coordinators, Conservation Corps Leaders and Members, High School Leadership Corps leaders, and High School Leadership Corps participants. This requires frequent field visits and travel to sites throughout Northern Colorado.

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 have a clean criminal history check
3. Provide clean driving record (Driver's License background check required)

JOB QUALIFICATIONS

Knowledge, Skill and Ability

This position requires the ability to coordinate the Corps programs including participants, National Park Service employees, USDA Forest Service employees, and others involved. With a high level of professionalism, the manager must communicate verbally and in writing with the Corps and RMC partners and staff. The manager must have a proven ability to work well with many types of people. Knowledge of trail work, backcountry skills and gear, and Leave No Trace principles, are desirable for this position and time spent on a similar corps is preferred. Ability to develop and present educational programs is desired and knowledge of the cultural and natural history of Rocky Mountain National Park is not essential but preferred. Organizational skills, attention to detail, and the ability to work both in a team environment and independently are essential. This position required a background check, and clearance is required to work with children.

Computer Skills

1. Must have basic computer skills and be competent with Microsoft Office applications
2. Ability to oversee a database of applications and alumni Crew Members

Education or Formal Training

1. Wilderness First Responder

Preferred Experience (Preferred years of experience can be coinciding)

1. At least two years of experience in Corps programs or similar field.
2. At least two seasons of experience leading conservation activities (i.e., trailbuilding, vegetation management, historic preservation, etc.)
3. At least two years in a leadership position
4. At least two years of experience working with youth and young adults
5. Previous experience leading volunteers

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, handsaws, rock bars, hoes, power drills, power saws, power sanders, and wheelbarrows
3. Frequent work around human-powered and mechanized tools
4. Occasional work with livestock, including horses, mules, and llamas
5. Company provided computers

Working Environment/Physical Activities

1. Long (up-to 10-hour) days of shoveling, digging, 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. Time spent at a computer
7. 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.