

ROCKY MOUNTAIN CONSERVANCY POSITION DESCRIPTION

JOB OVERVIEW

Position Title: High School Corps Field Coordinator

Reports To: Stewardship Field Manager

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

Compensation: \$1,057.69/week

Benefits: Gear, uniform, and the use of a company vehicle for work-related activities are provided. Potential for Park Housing Unit; this is completely dependent on whether a unit is available at the time of hire. Otherwise, Rocky Mountain Conservancy will assist individuals as much as possible in finding housing in the area.

- 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 August

JOB DESCRIPTION

Position Summary: The High School Corps Field Coordinator will provide leadership and oversight to the Rocky Mountain Conservancy High School Leadership Corps program, both in the field and in an office setting. Along with leading the High School Leadership Corps, the High School Corps Field Coordinator will add support to the Rocky Mountain Conservancy-Conservation Corps throughout the summer.

The High School Field Coordinator will assist with planning, implementation, and reporting of the High School Leadership Corps. The High School Corps Field Coordinator will lead the High School Leadership Corps program, staying in the field with the crew for their entire 11-day program, updating the Stewardship Director on crew progress and status, resolving, and reporting on conflicts in the field, and providing partnership support between the crew and the agency supervisors (USDA Forest Service, National Park Service, and several other nonprofits). The High School Corps Field Coordinator may perform the duties of this position throughout Larimer County and across Rocky Mountain National Park and Arapaho-Roosevelt National Forest. The position requires heavy physical labor for extended periods of time in the field, travel time in a Conservancy vehicle, and time spent in the office working on a wide variety of tasks.

Essential Duties/Responsibilities

Field Coordinator will:

1. Assist in the development and implementation of pre-season training for High School Leadership Corps and Conservation Corps
2. Communicate and organize programming for the High School Leadership Corps
3. Assist with educational sessions during Conservation Corps training weeks
4. Lead pre-season set up, packing, and coordination of individual and group gear for the High School Leadership Corps
5. Distribute, track, and repair all gear rentals for High School Leadership Corps
6. Model appropriate judgment and leadership skills for members
7. Work in the field providing logistical support for crews for the entirety of two 11-day High School Leadership Sessions

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

Supervisory Duties

Field Coordinator will:

1. Oversee High School Leadership Corps (5-8 participants) for 2 sessions of 11 consecutive days
2. When possible, 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. It is preferred that candidates 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. Understanding of working with High School Youth
2. Familiarity with corps model and conservation skills
3. Familiarity in trail construction and maintenance techniques

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4. Ability to communicate clearly and effectively both written and orally
5. Robust interpersonal communication skills
6. Sound judgment and ability to model and implement policies and procedures in the field
7. Proficiency in low impact camping techniques (LNT Ethics)
8. Strong organizational skills, ability to work independently, and self-motivated
9. Strong risk management skills
10. Ability to lead groups of diverse youth (ages 14-25)
11. Strong background in Environmental Education
12. Ability to empathize with others
13. 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, 2024 (reimbursable)

Experience

1. At least one year of experience in Corps programs or similar field
2. At least one season of experience leading outdoor education
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, handsaws, 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. Working in the field for 11-days, with 6 days off after each session is wrapped
2. Long (10-hour) days of shoveling, digging, and swinging heavy tools repetitively
3. Heavy lifting of up to 50 pounds
4. Walking and working on steep or uneven terrain
5. Carrying a 40 lb. backpack between 3-10 miles
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.