



AmeriCorps



**Rocky Mountain
Conservancy**

CONSERVATION CORPS

2024 CREW LEADER POSITION DESCRIPTION

AmeriCorps Position: Crew Leader (ages 18-30)

Living Allowance: \$540 per week Stipend, paid every two weeks.

Service Term: May 15th to August 9th; Extended Season Crew works until October 17th

Service Schedule: Dependent on Agency Partner - Monday-Thursday or Tuesday-Friday (40-hour week)

Reports to: Field Coordinators, Field Manager, and Stewardship Director

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 camping throughout the summer in front-country campgrounds (water, toilets, etc.). In occasional instances, crews may have bunk houses provided by the US Forest Service or National Park Service, but camp site information will be guaranteed. Depending on crew location, crews can expect to 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:

- Rocky Mountain National Park (Estes Park area, or Grand Lake area)
- Arapaho National Forests (Sulphur Ranger District)
- Roosevelt National Forest (Boulder and Canyon Lakes Ranger Districts)

Position Summary: The Crew Leader position is integral to the Rocky Mountain Conservancy AmeriCorps Conservation Corps. The Crew Leader helps accomplish the Conservancy's goals of completing conservation projects, supporting crew member development of personal and professional skills, working directly with agency partners, and fostering a conservation ethic amongst the crews. Crew locations vary throughout Northern Colorado. Service will involve extensive periods of camping. Projects can include, but are not limited to, trail maintenance and construction, vegetation management, wildfire mitigation, habitat restoration, historic structure stabilization and restoration, and basic carpentry. Projects are completed alongside the National Park Service and USDA Forest Service staff, along with occasional interaction with Town of Estes Park officials and several nonprofit partners.

The Crew Leader leads a crew of 4 to 7 Crew Members and is responsible for the crew's service and safety during each project. The Crew Leader and Crew Members are supervised by the Stewardship Director and Field Manager. The Agency Partner's responsibility is largely project focused. The Crew Leader Manages their crew.

Qualifications:

- Strong communication skills - verbal and written
- Demonstrated strong leadership and supervisory skills to lead by example – on and off-duty
- Preferred experience in trail work and wilderness travel
- Current Wilderness First Aid certification (reimbursement for certification)
- Ability to motivate and create an excellent team environment and work ethic
- Proven organization and time management skills
- Strong communication skills and a proven ability to have professional conversations
- Mature judgment to solve problems while supervising others with diverse backgrounds and experiences
- Assess tasks, develop work plans, delegate assignments, and monitor work
- Demonstrated ability to complete administrative tasks in a timely manner
- Ability to foster a positive crew dynamic and help mediate internal problems that arise
- Robust interpersonal communication skills
- Proven ability to adapt to changing work schedules
- A proven ability to empathize with others and work through adversity
- Passion for service-learning activities
- Experience with safety protocols and precautions related to hand tool use and backcountry travel
- Dedication to complete the full term of AmeriCorps service

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 successfully complete physician's review, if requested
- Strongly advised (but not required) to be fully vaccinated against Covid-19, due to close living quarters
- Must be between 18-30 years of age

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
- Occasionally having to work in adverse weather
- Working, eating, and camping outdoors in all weather conditions

*Adequately performing essential service functions is a requirement of this position. Flexibility and adaptability can be made in certain scenarios within reason.

Position Responsibilities and Tasks:**Crew Leaders must:**

- Actively participate in technical and personal skills training, strive to develop these skills in the field and serve as a resource to mentor members
- Ensure entire crew reports to work on time and completes projects with efficiency and

punctuality

- Set goals with field coordinator, participate in personal development, receive feedback on performance and adjust accordingly
- Support training and educational activities by facilitating learning opportunities
- Help lead and provide assistance during Corps-wide trainings and education week programs
- Ensure all required paperwork is completed on time and properly filed
- Lead 1-on-1 check-ins with Crew Members on a weekly basis
- Meet directly with agency partner liaisons on a weekly basis to create crew workplans
- Coordinate and fully contribute to service projects to the best of their ability
- Must serve safely, effectively, and efficiently to ensure that projects are completed to the satisfaction of project hosts
- Foster a positive crew dynamic and help mediate conflict among crew members
- Foster personal development of crew members through goal setting and performance reviews, lead debriefs to build positive crew dynamic
- Must be able to provide emotional support to members (within reason), and facilitate constructive conversations around mental health
- Communicate effectively with crew members, program staff, and agency partner liaisons
- Organize crew gear, tools, and work supplies throughout the season
- Be always on duty/on call and after work hours to assist in case of an emergency
- Must complete and return all administrative forms and tasks (timesheets, project accomplishments, incident reports) in a timely manner

Leaders are expected to **serve a minimum of 450 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, member will take a required ½ hour lunch that does not count towards term of service hours.

I. To actively participate and support training to help facilitate learning opportunities for members, Crew Leaders must:

- Attend all provided training and orientation activities
- Be prepared to take notes, complete assigned tasks, and actively participate in interactive sessions
- Attentively listen to and demonstrate respect towards presenters
- Prepare lesson plans for trainings on LNT, backcountry preparedness, camp cooking, and situational awareness for their crew
- Hold weekly meetings and debriefs with the entire crew
- Identify goals and pursue achieving them over the course of the season
- Help crew members achieve their goals throughout the season
- Facilitate the “Crew Leader of the Week” experience for crew members to practice leadership skills

II. To plan and fully contribute to service projects and provide a safe work environment, Crew Leaders must:

- Meet with the crew at predetermined time set by agency to discuss daily plans and assign tasks, starting service on time

- Manage crew time and breaks throughout the day in partnership with the agency staff
- Plan daily project schedules to maximize productivity, safety, and crew efficiency, in consultation with agency staff
- Coordinate tools, equipment, and materials for service projects. Load vehicles properly. Do not leave needed tools behind and do not leave tools at the service site unless specified by agency partner
- Assist with on-site skills training for project-related work
- Meet with agency staff to review project expectations
- Monitor project progress and model a strong work ethic for crew members
- Complete a vehicle safety check each day (“walk around”)
- Complete daily work reports on a weekly basis (daily submissions are preferred)
- Comply with Conservancy and agency safety protocols during project work by ensuring crew members are using tools properly, wearing required PPE, and managing their personal health
- Conduct morning stretch and safety talks daily to review job and environmental hazards

III. To foster a strong crew dynamic and mitigate conflict among crew members, Crew Leaders must:

- Address and strive to resolve crew conflicts or personal member issues informally through individual or group discussion. If conflicts cannot be resolved or are policy violations requiring disciplinary action, contact Stewardship Director immediately
- Host daily debriefs to review successes, lessons learned, and areas of improvement for future days
- Hold one-on-one conversations with Crew Members to ensure they are meeting goals, completing projects, and growing in a positive way
- Facilitate off-duty crew activities (i.e., crew dinners, hikes, teambuilding activities), but encourage alone/personal/reflective time when necessary
- Maintain strong one-on-one communication with individual crew members through weekly informal conversations about progress towards goals, experience working, and any concerns
- Prioritize fostering a positive learning experience for crew members

IV. Communicate effectively with program staff and agency liaisons, Crew Leaders must:

- Provide work and crew updates on a weekly basis to the Stewardship Field Manager and Field Coordinators
- Communicate in an efficient and timely manner with agency staff and Stewardship Field Manager and Field Coordinators regarding project needs, schedule changes, vehicle incidents, and housing concerns
- Relay necessary information from agency partners to Field Coordinators and Stewardship Field Manager
- Inform the program manager of any interpersonal or work-related issues on the crew
- Receive feedback constructively regarding project outcomes and crew progress

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.