

ROCKY MOUNTAIN CONSERVANCY POSITION DESCRIPTION

JOB OVERVIEW

Position Title: Conservation 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 with a cap of 48 hours. Employees will not accrue additional sick time until the balance falls below 48 hours
- No Benefits plan available

Dates: Early April through End of October (1 Field Coordinator)

Early April through End of August (2 Field Coordinators)

JOB DESCRIPTION

Position Summary: The Field Coordinators will provide leadership and support for several (7-9) crews of approximately 5-8 young adults per crew (appx. 18-25 years old), both in the field and in an office setting. 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 and Field Manager 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, National Park Service, and various non-profits). 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 in the field, significant travel time in a Conservancy vehicle, and time spent in the office working on a wide variety of tasks.

Essential Duties/Responsibilities

The Field Coordinator will:

1. Assist in the development and implementation of pre-season training for Conservation Corps
2. Lead educational sessions during Crew Leader Week and Orientation Week
3. Assist with pre-season setup, packing, and coordination of individual and group gear
4. Distribute, track, and repair all gear rentals
5. Model appropriate judgment and leadership skills for members
6. Work in the field providing logistical support for crews
7. Serve as Crew Leader (with a crew 24/7), as needed
8. Conduct regular meetings with Crew Leaders, and help Leaders develop their leadership style.

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9. Collect, and organize paperwork from crews to be turned into RMC-CC Admin Staff
10. Organize, clean, distribute, and collect crew gear
11. Administer and organize crew paperwork
12. Report regularly to and support the RMC-CC Admin staff
13. Support the physical and emotional well-being of all corps members
14. Maintain the schedule of crew visits
15. Plan, organize, and facilitate supplemental training and education
16. Perform duties expected of any corps member including trail work, field planning, cleanup/setup, and other day-to-day duties while on crew
17. Participate and help facilitate orientation and training
18. Adhere to the Rocky Mountain Conservancy Staff Handbook
19. Enforce rules and regulations as specified in the RMC-CC Handbook
20. Implement and adhere to AmeriCorps policies related to behavior, reporting (timesheets and trail reports), and all other aspects of the Member Service Agreement
21. Perform administrative tasks and maintain a broad variety of databases, spreadsheets, and Word documents surrounding project accomplishments, education session preferences, and contact information.
22. Help organize, distribute, and collect mid-season and end-of-season evaluations
23. Assist in the preparation of grants and other reporting processes
24. Attend Rocky Mountain Conservancy staff meetings, as schedule allows
25. Support Community Volunteer Stewardship Events in collaboration with NPS
26. Model effective communication with project partners and crews
27. Support AmeriCorps program administration
28. Support High School Leadership Corps as necessary
29. Any other duties assigned as needed

Supervisory Duties

The Field Coordinator will:

1. Oversee 2-3 Conservation Corps crews (5-10 members each)
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 complete physician's review, if requested
4. It is preferred that candidates be fully vaccinated against Covid-19, due to close living quarters and potential interaction with the general public
5. Provide a clean driving record (Driver's License background check required)
6. Strong prioritization of safety for oneself and others. This includes but is not limited to knowing your physical limits to reduce strains and sprains, using caution when lifting and using team lifts when possible, being aware of your surroundings, and careful foot placement when walking on uneven ground.
7. Demonstration and continued respect of RMC property including but not limited to RMC vehicles, equipment, etc.

JOB QUALIFICATIONS

Knowledge, Skill, and Ability

1. Familiarity and expertise with corps model and conservation skills
2. Multiple seasons of experience leading outdoor crews (conservation, education, etc.)
3. Strong background 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 18-25)
11. Strong background in Environmental Education
12. Ability to empathize with others
13. Comfortable working in both field and office settings
14. Strong prioritization of safety for oneself and others. This includes but is not limited to knowing your physical limits to reduce strains and sprains, using caution when lifting and using team lifts when possible, being aware of your surroundings, and careful foot placement when walking on uneven ground

Computer Skills

1. Must have capable computer skills and be competent with Microsoft applications such as Word, Excel, and Outlook.

Education or Formal Training

1. Wilderness First Aid certification or the ability to obtain by April 1, 2025 (reimbursable)

Experience

1. At least two seasons of experience in Corps programs or similar field
2. At least one season of experience as a designated leader of conservation activities (i.e., trails, vegetation, landscaping, campground maintenance, 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, 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 compactors, and chainsaws.
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 between 3-10 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.