

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: \$1057.69/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 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 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 the end of August

JOB DESCRIPTION

Position Summary: The High School Field Coordinator will provide leadership and support for the High School Leadership Corps (HSLC) throughout the summer season, supervising 11 youth through 2 11-day sessions. The Field Coordinator will assist with planning, implementation, and reporting of the High School Leadership Corps Season. Throughout the season, the Field Coordinator will be responsible for preparing and implementing trainings, updating the High School Leadership Corps Program Lead and Stewardship Field Manager on crew progress and status, resolving and reporting on conflicts in the field, and mentoring young adults and youth in the conservation field. The Field Coordinator may perform the duties of this position throughout areas in Clear Creek County, Grand County, and Jackson County. The High School Field Coordinator will be required to work with the US Forest Service, National Park Service, as well as various non-profits throughout the region. This position requires heavy physical labor for extended periods of time, significant 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 Conservation Corps and High School Leadership Corps
2. Lead educational sessions during Crew Leader Week and Orientation Week
3. Assist with pre-season set up, packing, and coordination of individual and group gear for the High School Leadership Corps
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 for the entirety of two 11-day High School Leadership Sessions
7. Prepare lessons in leadership and professional development to take place during each session

8. Conduct regular meetings High School Corps Members for one-on-one check-ins
9. Collect paperwork and waivers from agency partners to return to 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 (within reason)
14. Provide occasional crew visits to Conservation Corps crews
15. Plan, organize and facilitate supplemental training and education programs
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. Plan and coordinate crew activities and travel with High School Leadership Corps Program Lead
18. Participate and help facilitate orientation and training
19. Adhere to Rocky Mountain Conservancy Staff Handbook
20. Enforce rules and regulations as specified in the HSLC Handbook
21. Perform administrative tasks and maintain a broad variety of databases, spreadsheets, and word documents
22. Assist in preparation of grant and other reporting processes
23. Attend Rocky Mountain Conservancy staff meetings, as schedule allows
24. May support Community Volunteer Stewardship Events
25. Provide effective communication with project partners
26. Support AmeriCorps program administration
27. Any other duties assigned as needed

Supervisory Duties

Field Coordinator will:

1. Oversee High School Leadership Corps (11 participants)
2. When possible, support volunteer supervision during potential 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. Provide a clean driving record (Driver's License background check required)
5. Must be at least 21 years of age to drive Company vehicles.
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. Understanding of working with High School Youth
2. Familiarity with the corps model and conservation skills
3. Familiarity with trail construction and maintenance techniques
4. Ability to communicate clearly and effectively both written and orally

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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 14-17)
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 Office applications

Education or Formal Training

1. Wilderness First Aid certification or the ability to obtain by June 1, 2025 (eligible for reimbursement)

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 chainsaws.
4. Occasional work with livestock, including horses, mules, and llamas.

Working Environment/Physical Activities

1. Working in the field for 11 days, with 5 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, when needed
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.