

ROCKY MOUNTAIN CONSERVANCY POSITION DESCRIPTION

JOB OVERVIEW

Position Title: High School Leadership Corps Program Lead

Reports To: Stewardship Field Manager

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

Compensation: \$1,168/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 April through the end of August

Position Description

The High School Corps Program Lead will provide direct oversight to the Rocky Mountain Conservancy High School Leadership Corps program, both in the field and in an office setting. Along with overseeing the High School Leadership Corps, the High School Leadership program will add support to the Rocky Mountain Conservation Corps throughout the summer.

The High School Leadership Program Lead will plan, implement, and report on the High School Leadership Corps program throughout the season and ensure adequate training is provided to the High School Leadership Field Coordinator. The High School Leadership Corps Program Lead will assist the High School Leadership Corps program, staying in the field with the crew for their entire 11-day program, specifically supporting the High School Leadership Field Coordinator during the workdays and giving lessons. The High School Leadership Corps Program Lead will also contribute and support the growth and development of the High School Corps Field Coordinator throughout the season. They will provide regular updates to the Stewardship Director on crew progress, the status 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 Leadership Corps Program Lead 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 in the field, travel time in a Conservancy vehicle, and time spent in the office working on a wide variety of tasks.

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

Essential Duties/Responsibilities

1. Develop and implement pre-season training for the High School Leadership Corps and Conservation Corps
2. Develop and implement pre-season training and seasonal evaluations for High School Leadership Corps Field Coordinator
3. Develop and implement pre-season training and expectations for High School Corp Youth Mentors
4. Focus on strengthening outreach for High School Leadership Corps
5. Recruit and hire for High School Leadership Corps
6. Communicate and organize programming for the High School Leadership Corps
7. Assist with educational sessions during Conservation Corps training weeks
8. Lead pre-season set up, packing, and coordination of individual and group gear for the High School Leadership Corps
9. Distribute, track, and repair all gear rentals for High School Leadership Corps
10. Model appropriate judgment and leadership skills for members
11. Work in the field providing logistical support for crews for the entirety of two 11-day High School Leadership Sessions
12. Prepare lessons in leadership and professional development to take place during each session
13. Conduct regular meetings with the High School Corps Field Coordinator for one-on-one check-ins
14. Collect paperwork and waivers from agency partners to return to Admin Staff
15. Organize, clean, distribute, and collect crew gear
16. Report regularly to and support the RMC-CC Admin staff
17. Support the physical and emotional well-being of all corps members
18. Provide occasional crew visits to Conservation Corps crews
19. Plan, organize, and facilitate supplemental training and education programs
20. Perform duties expected of any corps member including trail work, field planning, cleanup/setup, and other day-to-day duties while on crew
21. Plan and coordinate crew activities and travel with Stewardship Field Manager
22. Participate and help facilitate orientation and training
23. Adhere to the Rocky Mountain Conservancy Staff Handbook
24. Enforce rules and regulations as specified in the RMC-CC Handbook
25. Perform administrative tasks and maintain a broad variety of databases, spreadsheets, and Word documents
26. Help organize, distribute, and collect mid-season and end-of-season evaluations
27. Assist in the preparation of grants and other reporting processes
28. Attend Rocky Mountain Conservancy staff meetings, as schedule allows
29. May support Community Volunteer Stewardship Events
30. Provide effective communication with project partners
31. Support AmeriCorps program administration
32. Any other duties assigned as needed

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
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

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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.
15. Demonstration and continued respect of RMC property including but not limited to RMC vehicles, equipment, etc.

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.