

Staff Position Description



MISSION: FOSTERING CONSERVATION SERVICE IN SUPPORT OF COMMUNITIES AND ECOSYSTEMS

VISION: A LEGACY OF HEALTHY LANDS, AIR AND WATER; THRIVING PEOPLE AND RESILIENT COMMUNITIES

Title: Field and Logistics Coordinator

Date: 10/7/2021

Reports to: Logistics Manager

Starting Salary: Grade B, hourly rate \$17.10 - \$20.67, negotiable DOE

Location: Durango, Colorado

Status: *Full-Time, Non-Exempt*

Benefit Eligible: Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off *per Personnel Policies*

Program Summary:

The Southwest Conservation Corps (SCC) is a program of the non-profit service organization, Conservation Legacy, that is built on the legacy of the Civilian Conservation Corps (CCC) that operated from 1933 – 1942. SCC provides youth and young adults opportunities to complete conservation projects on public lands. While serving with SCC, members receive training on job skills, conflict resolution, leadership, teamwork, and environmental stewardship. Programs are developed using a step ladder approach to provide a progression of skill development based on a member's needs. Members receive a weekly living allowance, training, and an AmeriCorps Education Award (for qualifying individuals).

Position Summary:

The Field and Logistics Coordinator's (FLC) primary responsibility is to support logistics for the field crews based out of the Four Corners program with an emphasis on equipment, tools, vehicles, gear, PPE, uniforms, and food. The position will support adult camping crews, youth camping and day crews, Interns and AIM crews, and Veterans Fire Corps programming. Additionally, the FLC will assist with the development and implement field-based leadership and technical skills trainings to support the development of SCC's field staff and corps members as well as completing field visits to provide support to crews, field leadership and partners. Some evening and weekend work required; a flexible schedule is a must. Reports to the Logistics Manager.

Essential Responsibilities and Functions:

Program Logistics

- Manage and organize a clean and efficient operations center including 2 warehouses, 1 office and food storage building and 1 herbicide storage building.
- Supervise and manage de-rigs and assist the Logistics Manager in the re-supply of tools, equipment, uniforms, PPE and food for all crews.
- Purchase and repair hand tools, chainsaws, forestry equipment, camp equipment, uniforms, and supplies as needed.
- Assist the Logistics Manager in purchasing and organize food while maintaining a clean and functional food distribution area.
- Assist in the purchase of supplies for new programs as they arise.
- Maintain regular inventory of all equipment, tools, uniforms, and food.

- Maintain inventory and any related user interface of all electronic equipment for crew leaders including tablets, cameras, GPS devices and all FC Field Communication devices.
- Maintain chainsaws and chainsaw parts inventory, perform basic chainsaw maintenance.
- Assist the Logistics Manager in the repair and maintenance of the entire fleet of Durango-based vehicles and driving training system.
- Purchase supplies and equipment to maintain the office and the warehouse.
- Maintain and create organizational systems for logistical management.
- Work with program staff to supply field crews with needed equipment.

General Administration

- Work within the established program budget and report purchases to the Logistics Manager.
- Utilize current organizational databases and work to refine logistics specific systems of information and communication transfer.
- Meet regularly with the Logistics Manager and relevant program staff to go over program purchases, budget, and expenses.
- Manage credit card and other expenses related to program operations.
- Participate in weekly standing meetings to keep track of local program needs.

Field Support and Risk Management

- Check-in with Crew Leaders and Crew Members during field visits.
- Provide technical guidance and emotional support to crew members and leaders.
- Enforce all SCC Policies and Procedures.
- Manage on the ground project quality and quantity by providing technical assistance to crews as needed.
- Respond to crew emergency situations as needed and available.
- Participate in a weekly rotating staff on-call system.
- Participate in staff training both as a trainer and/or trainee.

Staff Development and Training

- Assist with the development and implementation of crew leader and member training.
- Assist with the development and implementation of technical training for crews working on specialized projects.
- Assist with the development and monitoring of risk management policies.

Purchasing and Distribution

- Establish and maintain relationships with local and national vendors for purchasing and repair needs (vehicles, tools, gear, etc.).
- Coordinate logistics with other Conservation Legacy operations to ensure efficient resource utilization across the organization if practical.

Other Duties

- Successfully engages, leads and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.

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- Reports any potential harassment or grievances within the organization as identified in the Personnel Policy Manual.

Physical Requirements:

Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodation to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Ability to safely drive an organizational vehicle may also be required for some positions.

Minimum Qualifications:

- Two (2) years' experiences in all or most of the following: trail construction & maintenance, chainsaw operation & maintenance, hand tool maintenance, GIS, fencing, pesticide use, running backcountry crews, conservation-based programming.
- Excellent verbal and written communication, leadership, mentoring, and facilitation skills.
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment.
- Able to work independently and to motivate others.
- Computer literate (MS Word, Excel, and Outlook proficient).
- Valid driver's license and an insurable driving record.
- Must be able to pass Conservation Legacy's criminal history checks.
- Excellent organizational, managerial, and problem-solving skills.
- Desire to spend time in the company of youth and young adults.

Preferred Qualifications:

- Strong conflict resolution and team building skills preferred.
- Current CPR & WFR certified, or willingness to obtain.
- Advanced experience in fleet management, small engine repair, and hand tool repair and maintenance

To Apply: Send Cover letter and resume to Richard Brown at richard@conservationlegacy.org Subject line in this email must include "Applicant".

Cover Letter must include a response to the following question: ***Provide some examples of your experience effectively working with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.***

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Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.

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