

# 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

## **Southwest Conservation Corps Los Valles Adult Field Supervisor**

**Title:** Field Supervisor

**Reports to:** Logistics Coordinator

**Location:** Salida, CO

**Status:** Seasonal, Full-time, Exempt

**Wages:** \$735-785/week

**Benefits:** 10 days PTO + sick leave, Eligible for benefits

**Start/end date:** March 14, 2022 – November 4, 2022

### ***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).

### ***Summary:***

The Field Supervisor's primary role is to provide field and administrative support for the Adult, Opportunity Youth, and Veteran's programs by offering technical assistance, morale support, and ensuring program integrity through policy enforcement and positive mentoring. The Field Supervisor will assist with Corps member interviewing and selection, program logistics, and planning and facilitating staff trainings. During the spring season, the field supervisor will be both in the field, supporting crew leader training, and in local schools helping to recruit and support adult members. During the field season, the field supervisor will primarily be in the field supporting crews, ensuring leaders and members successfully complete requisite certifications, and meeting with project partners. SCC Los Valles is anticipating hiring 2 Adult Program Field Supervisors for the 2022 season. The 2 roles are distinguished as follows:

**General Field Supervisor:** this Field Supervisor will provide general field support the affinity crews, including Veteran's Fire Crew, Women's+ Saw Crew, Queer trail crew, and short-term seasonal crews, providing support with saw and trail projects.

**LOC & Alamosa Field Supervisor:** This Field Supervisor will provide specialized support to these certification-intensive crews. The Field Supervisor will provide assistance for and tracking of technical trainings for the LOC and AmeriCorps OYSI grant requirements for the Alamosa crew.

### ***Essential Responsibilities and Functions:***

**Training:** Help to develop and implement crew leader trainings including technical work, protocols, and leadership and facilitation skills. Be a role model and mentor throughout training and field season. Mentor Crew Leaders and Crew Leaders in Development. Facilitate technical trainings in chainsaw, crosscut, and provide tech support for members whose term requirements include computer-based trainings, including resume-writing

**Field Support:** Conduct regular visits to crews, project partners and work sites. Communicate and debrief with crew leaders and corps members during field visits. Manage on-the-ground project quality and quantity by providing technical assistance as needed. Oversee project management in front country and remote working locations. Enforce all SCC and agency policies and procedures. Lead educational activities. Provide encouragement, guidelines, and supervision to crew leaders throughout their tenure. Will fill in for vacant crew leader positions as necessary.

**Logistics Support:** Supervise crew rig-up and de-rig processes. Assist with repair or replacement of tools, saws, vehicles or other equipment. Organize additional tools and specialized equipment for upcoming crew projects. Maintain inventories of saw parts, food, medical supplies, and cleaning/field supplies, and make necessary purchases to restock these inventories. Transport vehicles to/from mechanic and help with vehicle emergencies in the field. Assist with facilities repair and maintenance.

**Risk Management:** The FC Field Supervisor will be one of the first staff responders for crew emergencies and support and, therefore, must be readily available for trips into the field and comfortable with an ever-shifting work schedule. Must participate in an on-call emergency system for crews in the field and help prepare any forms and instruments for emergency planning and use.

**Recruitment, General Administration and Partnerships:** Assist with adult, and veterans members. This may include visits to schools, community partners, etc. for recruiting and outreach and interviewing applicants. Assist in management of all new hire and additional member paperwork.

### ***Physical Requirements:***

Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations 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:***

- Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting
- Valid driver's license and an insurable driving record.
- Must hold an official certification in Wilderness First Responder and CPR.
- Must be able to pass the organization's criminal history background checks

***Preferred Qualifications:***

- B-level S-212/USFS/Game of Logging Chainsaw Certification
- B-level crosscut saw certification
- Experience working with young adults with systems-involvement

***To Apply:***

Please send cover letter and resume to Dylan Lang, Los Valles Logistics Coordinator, at [dylan@conservationlegacy.org](mailto:dylan@conservationlegacy.org). Subject line in this email must include "Field Supervisor Applicant".

Open until filled.