

# 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:** Youth Field and Logistics Supervisor

**Date:** 11/16/2021

**Reports to:** Logistics Manager

**Starting Salary:** \$735 - \$785/week

**Location:** SCC Four Corners Durango, CO Office

**Term:** March 1st, 2022-November 18<sup>th</sup>, 2022

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

**Benefit Eligible:** Partial, see 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 Youth Field Supervisor's primary roles are to provide field and logistical support to our field staff and seasonal youth conservation crews by offering technical assistance, morale support, and ensuring program integrity through policy enforcement and positive mentoring. The Youth Field Supervisor will assist with, program logistics, and planning and facilitating staff trainings. The Youth Field Supervisors will support both youth programming in the spring and summer season and transition to supporting adult programming in the fall. Field time during training season is 100%. Field/office time will vary depending on seasonal and programmatic needs but will usually be close to 50% or more of this positions' time. This is a great opportunity to continue field exposure, while also developing in administrative skills, programmatic operations, and logistics.

## **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. The Youth Field Supervisor may spend the majority of the 8-week training season embedded in the field with the crews to help set the tone and expectations for the season.

### **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. Provide encouragement, guidelines, and supervision to crew leaders throughout their tenure. May fill in for vacant crew leader positions as necessary and technical assistance as needed. Oversee project management in front country and remote working locations. Enforce all SCC and agency policies and procedures. Provide encouragement, guidelines, and supervision to crew leaders throughout their tenure. May fill in for vacant crew leader positions as necessary.

**Programming:**

Assist with planning, scheduling, and implementing crew educational materials. Assist with development and coordination of risk management policies. Facilitate corps member development in the field. Reach out to local partners who may be interested in implementing educational components with our youth crews.

**Tools, Equipment, Gear:**

Plan and help logistics staff with food planning and project logistics. Assist Logistics Coordinator in maintaining a clean and efficient base of operations. Work within an established program budget regarding necessary purchases. Help to maintain vehicles and trailers. Develop and implement strategies to improve vehicles safety and care.

**Risk Management and Emergencies:**

The Youth Field and Logistics 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. May help prepare any forms and instruments for emergency planning and use. Will audit programs for risk management gaps and provide relevant feedback to staff.

**General Administration and Partnerships:**

Help maintain accurate reporting of all necessary information and complete program reports, project, program, and crew leader evaluations throughout the season. Assist with develop and maintenance of partnerships with community and project partners.

**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.
- 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 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:

- Exhibits the ability to effectively work on diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Minimum of 3 years of experience in youth development or corps field.
- Experience with influencing diverse groups of employees to achieve common goals.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- The ability to carry out assigned work independently or with minimal supervision.
- The ability to communicate effectively, manage complexity cultivate innovation, drive and influence results of oneself and others.
- Ability to work well with others and to seek assistance when needed to carry out assignments.
- Familiarity with Microsoft Office programs and applications, or similar platforms.
- Ability to keep others, in remote locations, accountable to expectations.
- Valid Driver's License and Insurable Driving Record
- Must be able to pass the organization's criminal history check requirements.
- Experience leading Conservation Legacy programs, members or administrative systems.
- Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.
- Leadership experience with a conservation youth corps
- Experience and desire in working with youth, young adults and veterans
- Strong skill level in at least one or more of the following areas: rock and timber construction, new trail construction, trail maintenance, chainsaw operation and maintenance, crosscut use and maintenance, hand tool maintenance, fencing and ecological restoration projects
- Experience with backpacking, wilderness living and travel, LNT and outdoor leadership

### Preferred Qualifications:

- Experience with SCC or other conservation corps or youth corps
- Experience teaching, facilitation, and team-building experience with diverse groups of people
- Strong conflict resolution skills
- Sense of humor, spirit of adventure, and desire to make a positive difference
- Current B Level certification on Chainsaw and/or crosscut based on current USFS standards – OR ready to evaluate as one.

**To Apply:** Send Cover letter and resume to Richard Brown at [richard@conservationlegacy.org](mailto: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.***

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

11/2021

Richard Brown

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.