ROCKY MOUNTAIN CONSERVANCY POSITION DESCRIPTION

Position Title: Conservation Corps Field Coordinator

Reports To: Corps Manager

Compensation: $1,057.69/week

Position Type: Exempt, Seasonal

Potential for Advancement: No potential for advancement within the season

Dates of Seasonal Employment: April 1st – September 17th (3 positions available)

Benefits:

- Camping gear, PPE, uniform shirts, and the use of an organization vehicle for work-related activities are provided
- Potential for workforce housing, based on eligibility requirements and availability at the time of hire
    - Workforce housing may include but is not limited to apartments, bunkhouse-style housing, or RV camp spots
- Part-time and/or Seasonal employees will accrue sick time at the rate of 1 hour for every 30 hours worked, up to 48 hours a year. Unused sick hours are carried year-over-year with a cap of 48 hours. Employees will not accrue additional sick time until the balance falls below the 48-hour threshold
- Part-time and/or Seasonal employees will accrue vacation time at the rate of 2 hours for every 30 hours worked, up to 100 hours a year. Employees will not accrue additional vacation time until the balance falls below the 100-hour threshold. Any accrued, unused vacation hours will be paid out at the end of the season. They do not carry over year-over-year.

JOB DESCRIPTION

Position Summary:

The Field Coordinators will provide leadership and support for several (8-10) crews of approximately 5-8 young adults per crew (approx. 18-30 years of age), both in the field and in an office setting. The Field Coordinator will assist with planning, implementation, and paperwork for the Conservation Corps season. Throughout the season, the Field Coordinator will be responsible for preparing and implementing trainings, visiting the crews in the field, updating staff of crew progress and status, resolving and reporting on conflicts in the field, and providing partnership support between the crews and the agency supervisors (USDA Forest Service, National Park Service, and various non-profits). The Field Coordinator may perform the duties of this position throughout the areas of Larimer County, Boulder County, Gilpin County, Clear Creek County, Grand County, and Jackson County. This position requires heavy physical labor for extended periods of time, weekly camping, significant travel time in a Conservancy vehicle, and time spent in the office working on a wide variety of tasks.

Essential Duties/Responsibilities

1. Develop and implement training for Conservation Corps members and leaders
2. Lead Crew Leader week planning and preparation, assisting with Crew Member orientation
3. Assist with pre-season set-up, packing, and coordination of individual and group gear
4. Distribute, track, and repair gear rentals
5. Model appropriate judgment and leadership skills for members and leaders
6. Work in the field providing support for crews
7. Serve as a Crew Leader (with a crew 24/7), as needed
8. Conduct regular check-ins with Crew Leaders and help them set and achieve goals
9. Collect, review, and provide feedback on paperwork from crews to be turned in to the RMC-CC Admin staff

10. Organize, clean, distribute, and collect crew gear
11. Report regularly to and support the RMC-CC staff
12. Support the physical and emotional well-being of all corps members (within reason)
13. Use Microsoft Suite to maintain and update schedules for crew visits, check-ins, etc.
14. Perform duties expected of any corps member, including trail work, field planning, cleanup/setup, and other day-to-day duties while on crew
15. Adhere to the Rocky Mountain Conservancy Staff Handbook
16. Enforce rules and regulations as specified in the RMC-CC Handbook
17. Implement and adhere to AmeriCorps policies related to behavior, reporting (timesheets and trail reports), and all other aspects of the Member Service Agreement
18. Perform administrative tasks and maintain a wide variety of databases, spreadsheets, and Word documents surrounding accomplishments, education session preferences, and contact information
19. Help organize, distribute, deliver, and collect mid-season and end-of-season evaluations
20. Manage reporting process to assist in the preparation of grant and other reporting processes
21. Attend Rocky Mountain Conservancy staff meetings as schedule allows
22. Model effective communication with project partners and crews; be the liaison between RMC-CC and project partners
23. Assist in creating/managing a budget as necessary, including purchasing, reporting, and inventorying
24. Support AmeriCorps program administration
25. Support High School Leadership Corps as necessary/available
26. Any other duties assigned as needed

REQUIREMENTS

1. Must be a U.S. Citizen, U.S. National, or Lawful Permanent Resident of the U.S
2. Must pass the National Sex Offender Public Registry and applicable State and Federal background checks
3. Must complete a 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. WFA certification or ability to obtain one

JOB QUALIFICATIONS

Knowledge, Skill, and Ability

1. Familiarity and expertise with the corps model and conservation skills
2. Multiple seasons of experience leading outdoor crews (conservation, education, etc.)
3. Strong background in trail construction and maintenance techniques
4. Ability to communicate clearly and effectively, both written and orally
5. Robust interpersonal communication skills
6. Ability to camp out of service for multiple days at a time. This may include the ability to use/repair water filters, stoves, tents, etc.
7. Sound judgment and ability to model and implement policies and procedures inthe field
8. Proficiency in low-impact camping techniques (LNT Ethics)
9. Strong organizational skills, ability to work independently, and self-motivated
10. Strong risk management skills
11. Ability to lead groups of diverse youth (ages 18-30)
12. Ability to empathize with others
13. Knowledge of Microsoft Office Suite or willingness to learn. Ability to work in an office, contributing to admin

tasks and ability to work behind a computer for full workdays

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.

Supervisory Duties

1. Oversee 2-3 Conservation Corps crews (5-10 members each)
2. Oversee and provide support to Crew Leaders and support their development throughout the season

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 it by April 1, 2026 (eligible for reimbursement or in-house training)

Experience

1. At least two seasons of experience in Corps programs or a similar field
2. At least one season of experience as a designated leader of conservation activities (i.e., trails, vegetation, landscaping, campground maintenance, etc.)
3. At least two years of experience working with youth and young adults

Material and Equipment Directly Used

1. Daily use of Conservancy vehicles including 4x4 trucks and potentially 14-passenger vans
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. Potential work around heavy machinery. These include, but are not limited to mini excavators, dump trucks, bobcats, helicopters, plate compactors, and chainsaws.
4. Occasional work with livestock, including horses, mules, and llamas.
5. Frontcountry and Backcountry gear including, but not limited to, water filters, stoves, bear cans, tents, tarp shelters

Working Environment/Physical Activities

1. Long (10-hour) days of shoveling, digging, carrying equipment, and swinging heavy tools repetitively
2. Heavy lifting of up to 50 pounds
3. Walking and working on steep or uneven terrain
4. Carrying a 50 lb. backpack up to 10 miles
5. Working in extreme weather conditions
6. Working, eating, and camping outdoors in all weather conditions
7. Long days spent at a computer, especially during the shoulder seasons (April-May, August-September)
8. Adaptability to perform in a fast-paced, ever-changing environment
9. Time spent in the field throughout the season, more heavily during the “main season” (May-August)

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

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