ROCKY MOUNTAIN CONSERVANCY POSITION DESCRIPTION

JOB OVERVIEW

Position Title: High School Leadership Corps Field Coordinator

Reports To: High School Leadership 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: May1st – August 31st

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

JOB DESCRIPTION

Position Summary:

The High School Field Coordinator (FC) will provide leadership and support for the High School Leadership Corps (HSLC) throughout the summer season, supervising 11 youth through two 11-day sessions and one 6-day session, as well as any early season trainings. The Field Coordinator will assist with planning, implementation, and reporting of the High School Leadership Corps Season. Throughout the season, the Field Coordinator will be responsible for preparing and implementing trainings, updating the High School Leadership Corps Manager and Stewardship Director on crew process and status, resolving and reporting on conflicts in the field, and mentoring young adults and youth in the conservation field. The Field Coordinator may perform the duties of this position throughout the areas of Larimer County, Clear Creek County, Grand County, and Jackson County. The High School Field Coordinator will be required to work with the US Forest Service and National Park Service, as well as various non-profits throughout the region. This position requires heavy physical labor for extended periods of time, significant travel time in a Conservancy vehicle, and time spent in the office working on a wide variety of tasks.

Essential Duties/Responsibilities

1. Assist in the development and implementation of pre-season training for HSLC Mentors and Members
2. Assist in development of season schedule and communicating with project partners
3. Perform duties expected of any corps member, including trail work, field planning, cleanup/setup, and other day-to-day duties while on crew
4. Work in the field providing logistical support for crews for the entirety of two 11-day High School Leadership sessions and one 6-day session, as well as any other trainings
5. Support the physical and emotional well-being of all HSLC Members and Mentors (within reason)
6. Assist with pre-season ordering, set-up, packing, and coordination of gear and food for the HSLC
7. Order, repair, organize, distribute, track, clean, and collect all individual and group gear rentals
8. Prepare lessons in outdoor education, leadership, and professional development to take place during each session
9. Long (10-hour +) days facilitating conservation work in the field following direction from project partners

10. Time at camp facilitating crew activities, overseeing dinner preparation, and managing member needs that may extend into late evenings and early mornings
11. Model appropriate judgment and leadership skills for members
12. Conduct regular meetings with High School Corps Members and Mentors for one-on-one check-ins
13. Collect paperwork and waivers from agency partners to return to the Admin staff
14. Administer and organize crew paperwork
15. Plan, organize, and facilitate supplemental training and education programs
16. Plan and coordinate crew activities and travel with the High School Leadership Corps Manager
17. Participate and help in facilitating orientation and training
18. Adhere to the Rocky Mountain Conservancy Staff Handbook
19. Enforce rules and regulations as specified in the HSLC Handbook
20. Perform administrative tasks and maintain a broad variety of databases, spreadsheets, and Word documents
21. Assist in the preparation of grant and other reporting processes
22. Attend Rocky Mountain Conservancy staff meetings, as schedule allows
23. Provide effective communication with project partners
24. Help facilitate and direct RMC adult corps member trainings
25. 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 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. Wilderness First Aid (WFA) training or ability to obtain

JOB QUALIFICATIONS

Knowledge, Skill, and Ability

1. Understanding of working with High School Youth, ability to lead groups of diverse youth (ages 14-17)
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. Organizational skills, ability to work independently, and self-motivated
9. Risk management skills
10. Ability to empathize with others
11. Comfortable working in both field and office settings
12. 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.
13. Demonstration and continued respect of RMC property, including but not limited to RMC vehicles, equipment, etc.

Supervisory Duties

1. Oversee High School Leadership Corps (6-11 participants)

Computer Skills

1. Must have capable computer skills and be competent with Microsoft Office applications

Education or Formal Training

1. Wilderness First Responder (WFR) training is <u>preferred</u> and will be reimbursed, however, Wilderness First Aid (WFA) training or ability to obtain is a <u>requirement</u>

Experience

1. At least one year of experience in Corps programs or a 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, trucks, vans, and frequent use of 15-passenger van
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, helicopters, plate compacters, 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. Working in the field for 11 days, with 5 days off after each session is wrapped up
2. Long (10-hour +) days of shoveling, digging, and swinging heavy tools repetitively and work back at camp facilitating crew activities, overseeing dinner prep, and managing member needs in the evening
3. Comfortability driving 15-passenger van 3+ hours at a time for transportation to hitch work location
4. Heavy lifting of up to 50 pounds
5. Walking and working on steep or uneven terrain
6. Carrying a 50 lb. backpack between 3-10 miles
7. Working, eating, and camping outdoors in all weather conditions
8. Time spent at a computer, more heavily during the onboarding and planning process (May)
9. Adaptability to perform in a fast-paced, ever-changing environment
10. Ability to work in remote environment with limited access to cell service

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

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