



ROCKY MOUNTAIN YOUTH CORPS Position Description - 2025

Position Title:	Conservation Corps Field Coordinator
Location:	Office in Steamboat Springs, CO. Field Coordinators will work all throughout Northwest Colorado and Wyoming and potentially parts of Utah and Idaho.
Reports To:	Conservation Corps Managers (RMYC Staff)
# of Positions Available:	2 Short Term, 3 Long Term.
Position Dates:	Short Term: April 7th- August 15th, 2025 Long Term: April 7th - October 24th, 2025
Type of position:	Full-time exempt-seasonal
Compensation:	\$900/Week \$1,000/Week for returning Field Coordinators
Benefits:	Health and dental Insurance -100% employer-paid (short-term position does not qualify for benefits). Paid sick time.
Additional Perks:	<ul style="list-style-type: none">● Living accommodations available● Cell Phone reimbursement (\$40/Month)● Transportation (RMYC will provide the use of a work vehicle and cover all gasoline expenses during the season)● Food stipend for overnight field visits● Potential Training Opportunities: Chainsaw and crosscut certification. Wilderness First Responder certification reimbursement.

Essential Job Function:

The employee in this position will provide leadership, supervision, and support for multiple (3-4) conservation and/or chainsaw crews of 8-12 adults (18-25+ years old) in a 24/7 crew setting during the summer and a non-24/7 hitch model during the fall. The position can be broken down into three main segments; pre-season, crew leader training, and the field season:

- **Pre-season:** This segment will encompass focused training on field coordinator-specific duties for the upcoming field season. This phase also involves equipping and organizing all necessary gear and field resources and assisting in the setup and execution of crew leader training.
- **Crew Leader Training:** You will be pivotal in imparting leadership and skill training to crew leaders and assistant crew leaders. Your role will involve extensive field time, serving as mentors for our leaders, and articulating our expectations for the field season. This training period closely mirrors key aspects of the field season, including hands-on project work and camping in a crew environment. Field coordinators are expected to be fully engaged throughout.
- **Field Season:** Your primary responsibilities during the field season will entail effective coordination between project partners, crews, and administrative staff. Field coordinators generally split time 20/80 between the office and the field and are expected to spend a minimum amount of time with each crew bi-weekly. They will engage in all aspects of the program when visiting a crew. This includes overnight camping, facilitating educational activities, and ensuring the successful completion of project site objectives. **Alongside program operations, you will offer vital guidance, mentorship, and support for both the physical and emotional well-being of the crews and Crew Leaders.** This will involve conducting weekly check-ins to address any challenges or needs, as well as seasonal evaluations to assess progress and provide constructive feedback.

Schedules: Workload changes greatly throughout the season and hours may vary dramatically depending on the needs of the crews and their locations. Schedules are flexible and require adaptability alongside self-motivation and the ability to work independently.

Physical Demands: Field Coordinators will be required to carry a backpack with personal and/or group essentials and hand tools/equipment for extended periods and/or long distances. The position requires extensive bending, lifting, pushing, stooping, carrying, and other heavy physical labor for extended periods.

Duties and Responsibilities:

- **Overall Program:**
 - Report regularly to assigned Conservation Corps Manager and maintain effective communication throughout the position (participate in weekly supervisor check-ins, maintain an up-to-date calendar, regularly monitor and respond to emails, etc.)
 - Collaborate closely with the program team to ensure effective teamwork and achieve program goals
 - Contribute to actively fostering a safe and intentional community/crew culture within RMYC
 - Adhere to and enforce rules and regulations as specified in the RMYC Employee Guidelines Handbook
 - Safely use tools with the proper Personal Protective Equipment for extended periods
 - Carry a loaded backpack for extended periods
 - Serve as Crew Leader (with a crew 24/7) as needed due to leader illness or other unforeseen circumstances
- **Pre-season:**
 - Assist with pre-season setup, inventory, packing, and coordination of gear.
 - Begin project partner outreach/communications, schedule and conduct pre-project site visits and/or partner meetings, and write deliverable project specifications to assigned crews in a timely manner.
 - Aid program team in the planning and preparation of training and educational activities for crew leader training and crew member orientation.
 - Familiarize yourself with RMYC organizational policies, regulations, and Conservation Corps Program-specific materials and operations
- **CL Training/Orientation:**
 - Organize and facilitate training and educational activities for crew leader training and crew member orientation
 - This training period closely mirrors key aspects of the field season, including hands-on project work and camping in a crew environment. Field coordinators are expected to be fully engaged throughout.
 - Prepare and mentor crew leaders on all aspects of crew life.
 - Model appropriate judgment and leadership skills for leaders and crew members.
 - Develop rapport with crew leaders and create plans for season check-ins, goals, and emergencies
- **Summer/Fall Field Seasons:**
 - Maintain good communication with project partners and promptly relay information to all parties involved
 - Keep open lines of communication with RMYC staff and crews in the field
 - Directly supervise crews in the field and facilitate additional field training/instruction for crews pertinent to project tasks when there is minimal project partner supervision
 - Model appropriate judgment and leadership skills for crew leaders and crew members
 - Support the physical and emotional well-being of **all** corps members
 - Conduct regular check-ins and debriefs with crew leaders and crew members, submit related reports in weekly supervisor meetings with assigned Program Manager
 - Maintain schedule of crew visits and provide crew member transportation between crew visits as needed
 - Perform duties expected of any corps member including trail work, meal preparation, cleanup/setup, and other day-to-day duties while with a crew
 - Have effective oversight of crews rigging/de-rigging at the start and end of the summer season/between project hitches in the fall season
 - Act as the RMYC Duty Officer, per schedule (emergency phone system contact)
 - Help with warehouse management under the supervision of assigned Program Manager
 - Assist with managing vehicles and trailers as needed
- **Administrative Tasks:**

- Update project specifications in Salesforce
- Ensure the accuracy of all crew project accomplishments and timesheets entered into administrative systems
- Submit weekly digital finance reports
- Assist with AmeriCorps compliance paperwork

Preferred Qualifications:

- Wilderness First Responder and Adult CPR certification current through the dates of employment
- Experience with chainsaw and crosscut operations
- Experience with project management and logistics
- Strong background in trail construction/maintenance techniques
- Experience leading trainings, maintaining positive work and crew culture

Required Qualifications:

- Previous Conservation Corps field leadership experience
- Strong organizational skills, ability to work independently, self-motivated and confident
- Ability to clearly and effectively communicate written and orally
- Appropriate risk management skills and sound decision-making capabilities
- Clean driving record (Driver's License background check required)
- Pre-service background screening required including a FBI background check
- Must be able to provide proof of eligibility to work in the United States
- Ability to meet physical and work environment demands of the position
- Minimum age 21 years old

Rocky Mountain Youth Corps is an Equal Opportunity Employer, drug-free workplace, and complies with ADA regulations. Rocky Mountain Youth Corps is committed to the inclusion of members with all levels of ability. Reasonable accommodations are available upon request. This program is available to all, without regard to age 40 and over, color, disability, gender identity, genetic information, military or veteran status, national origin, race, religion, sex, sexual orientation or any other applicable status protected by state or local law.

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