



## ROCKY MOUNTAIN YOUTH CORPS Position Description-2023

<b>Position Title:</b>	Youth Corps Field Coordinator
<b>Location:</b>	Office in Steamboat Springs, CO. Crews will work all throughout Northwest Colorado, Wyoming, and Utah.
<b>Reports To:</b>	Youth Corps Program Managers (RMYC Staff)
<b>Positions Available</b>	Two
<b>Schedule:</b>	April 10th, 2023 - October 13th, 2023
<b>Type of position:</b>	Full-time exempt-seasonal with potential for renewal
<b>Compensation:</b>	\$800/Week
<b>Benefits:</b>	Health, dental, vision, disability, and life insurance. Paid vacation, sick time, and holidays.
<b>Additional Perks:</b>	<ul style="list-style-type: none"><li>- Lodging (wall tent, access to a full kitchen and shower facilities on the RMYC campus)</li><li>- Cell Phone reimbursement (\$40/Month)</li><li>- Transportation (RMYC will provide use of a work vehicle and cover all gasoline expenses during the season)</li></ul>
	<b>Potential Training Opportunities:</b> Positive Youth Development Certificate, chainsaw and crosscut certification.

### Essential Job Function:

The employee in this position will provide leadership and support for 4-5 crews of approximately 10-12 youth (Ages 11-18) for crews operating on a 24/7 model and day crews. The position can be broken down into four main segments: pre-season, crew leader training, the field season, and Yampa Valley Science School.

1. Pre-season work will include training on field coordinator-specific duties, preparation of all gear and field resources, and assisting with the set-up and implementation of crew leader training. This is typically during the month of April.
2. The crew leader training segment entails providing leadership and skills training to crew leaders. We mentor our leaders on various hard and soft skills, and outline our expectations for the field season. The crew leader training period will closely mimic many aspects of the field season. Field coordinators should expect full participation during this time (May).
3. The main responsibilities of the field season is crew support. Field Coordinators will be expected to participate in all aspects of the program when visiting a crew including overnight camping, nightly education facilitation, and project site objectives (June-August)
4. The last segment of the Field Coordinator position is the YVSS camp coordinator role. This involves preparation for training, training leaders on curriculum and camp protocol, and helping with camp operations (end of August through September).

Once the field season starts, field coordinators generally split time 20/80 between the office and the field. 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.

### Duties and Responsibilities:

- **All program:**
  - Safely use tools with the proper Personal Protective Equipment for extended periods of time/distance

- Carry a backpack with essentials for extended periods of time/distances
- Report regularly to the RMYC Admin staff
- Adhere to and enforce rules and regulations as specified in the *RMYC Employee Guidelines Handbook*
- Submit weekly digital finance reports
- Serve as Crew Leader or YVSS Instructor as needed due to leader illness or other unforeseen circumstances
- **Pre-season:**
  - Assist with the planning of pre-season training for Crew Leaders
  - Assist with pre-season set up, packing, and coordination of gear
  - Participate and help facilitate training workshops, field training and mid-session training
- **Crew Leader Training:**
  - Plan, organize and facilitate training and education activities
  - Model appropriate judgment and leadership skills for leaders and crew members
  - Prepare and mentor crew leaders on all aspects of crew life like team building, trail maintenance skills, and crew dynamics
  - Develop rapport with crew leaders and create plans for season check in, goals, and emergencies
- **Youth Corps Season:**
  - Directly supervise crews in the field and remain in the field for a significant amount of time providing constant logistical support for crews
  - Schedule and conduct pre-project site visits with project partners. Write project specs for your crews and deliver them in a timely manner.
  - Uphold and enforce RMYC policies and regulations
  - Act as the RMYC duty officer, per schedule (emergency phone system contact)
  - Conduct regular meetings with Crew Leaders (and other corps members as necessary)
  - Collect paperwork from crews to be turned into RMYC Admin Staff, enter crew data into systems
  - Support the physical and emotional well being of all corps members and leaders
  - Distribute tools, crew gear, and paperwork to crews as needed
  - Plan and coordinate approval of crew recreational activities and travel with Program Manager
  - Perform duties expected of any corps member including trail work, meal preparation, cleanup/setup, and other day-to-day duties while on crew
  - Maintain schedule of crew visits and provide crew member transportation between crew visits as needed
  - Provide timely feedback to crew leaders
- **Yampa Valley Science School:**
  - Prepare and prep materials and the facility for YVSS
  - Assist training instructors on camp protocols and on the curriculum
  - Support the instructors during YVSS with teaching feedback, providing breaks, and assisting with behavioral management
  - Assist management in camp operations
  - Serve as the on-call overnight staff on all overnights
  - Fill in for any staffing shortages as needed

### Preferred Qualifications

- Wilderness First Responder and Adult CPR certification current through the dates of employment
- Proficiency in low impact camping techniques
- Familiarity with the corps model and conservation skills
- Experience with Project Management and logistics;
- Strong background in trail construction/maintenance techniques;
- Experience leading trainings, maintaining positive work and crew culture;

### Required Qualifications

- Leadership experience with youth ages 11-18
- Strong organizational skills, ability to work independently, self-motivated and confident
- Ability to clearly and effectively communicate written and orally
- Appropriate risk management skills

- Clean driving record (Motor Vehicle Report will be required)
- Pre-service background screening required including FBI background check
- Must be able to provide proof of eligibility to work in the United States
- Must be at least 21 years old (RMYC driving insurance policy)

***Rocky Mountain Youth Corps is an Equal Opportunity Employer. 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 race, ethnicity, national origin, disability, age, sex, political affiliation, or religion.***

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