



ROCKY MOUNTAIN YOUTH CORPS Position Description - 2025

- Position Title:** Logistics Coordinator
- Location:** Office in Steamboat Springs, CO. The Logistics Coordinator will work all throughout Northwest Colorado and Wyoming and potentially parts of Utah and Idaho.
- Reports To:** CEO
- # of Positions Available:** 1
- Position Dates:** March 17th - November, 7th 2025
- Type of position:** Full-time exempt-seasonal
- Compensation:** \$900-\$1000/week
- Benefits:** Health and dental Insurance -100% employer-paid. Paid sick time.
- Additional Perks:**
- Living accommodations available
 - Cell Phone reimbursement (\$45/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:** Wilderness First Responder certification reimbursement.
- Essential Job Function:**
- The employee in this position will provide chainsaw training and support for several year-round staff, several seasonal staff for the Youth Programs and Conservation Corps, approximately 4 summer-season Conservation Corps chainsaw crews of 8-12 adults (18-25+ years old) in a 24/7 crew setting during the summer and approximately 3 fall-season Conservation Corps crews in a non-24/7 hitch model. Another key focus area is the management and maintenance of RMYC's owned and leased vehicles and trailers. The position can be broken down into three main segments; Fall/Winter/Spring, Crew Leader Training, and the Summer and Fall Field Seasons:
- **Fall/Winter/Spring:** This segment will encompass debriefing the summer and fall/field seasons with the Program Directors; leading the planning for the next program session's chainsaw, vehicle, and trailer needs in coordination with the Chief Operating Officer and Program Directors; preparing to facilitate chainsaw, vehicle and trailer training; and managing ongoing maintenance of chainsaws, vehicles, and trailers.
 - **Crew Leader Training:** This will entail leading chainsaw, vehicle, and trailer training for year-round staff, seasonal staff, Crew Leaders, and Assistant Crew Leaders. Your role will involve extensive field time, serving as mentors for our staff and leaders, and articulating

RMYC's expectations for chainsaw, crosscut saw, vehicle, and trailer operations for the field season. This training period closely mirrors key aspects of the field season, including hands-on project work and sometimes camping in a crew environment.

- **Summer and Fall Field Seasons:** Your primary responsibilities during the field season will entail focusing on the early season Conservation Corps chainsaw crew support such as additional training for approximately the first few weeks of each program session. This position will also provide ongoing chainsaw, vehicle, and trailer training and maintenance throughout the summer Youth Conservation Corps and summer and fall Conservation Corps seasons. The position is the central hub for these responsibilities and will communicate with Program Directors, Program Managers, and Field Coordinators to address ongoing training and maintenance needs in the field.
- Assist with all campus mechanical maintenance and breakdowns as directed by the supervisor.

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: The Logistics Coordinator 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:

- **Vehicles and Trailers**
 - Manages maintenance of all RMYC-owned and leased vehicles and trailers;
 - Leads year-round staff, seasonal staff, and crew member driving, vehicle, and trailer training and safety education;
 - Coordinates troubleshooting mechanical issues and ongoing vehicle and trailer needs.
- **Field Training**
 - Lead RMYC, in-house, chainsaw and crosscut trainings;
 - Manage in-house staff certifications for chainsaw and crosscut operations;
 - Spend days in the field, often overnight, with RMYC Chainsaw/Crosscut crews to ensure high standards of cutting skill and project work are being met;
 - Lead all chainsaw crews daily/weekly chainsaw maintenance training;
 - Order and distribute all Personal Protective Equipment for ALL RMYC Crews;
- **Chainsaw Operations and Tool Maintenance:**
 - Manage all Chainsaw powerhead issues both internally and in the field;
 - Serve as the POC for all chainsaw issues in the field;
 - Ensure all chainsaw crews have tools and materials they need (Bar oil, sharp chain, bars, fuel mix etc);
 - Create Chainsaw tool/maintenance kits;
 - Sharpen and make chainsaw chain;
 - Lead Chainsaw fuel mix training and ensure execution;
 - Repair Chainsaw Chaps as needed;
 - Fix/Replace/Purchase all RMYC hand tools.

Preferred Qualifications:

- Wilderness First Responder and Adult CPR certification current through the dates of employment;
- Strong background in trail construction/maintenance techniques;
- Experience leading trainings, maintaining positive work and crew culture;
- Experience in troubleshooting trailer and vehicle maintenance needs.
- Previous Conservation Corps field leadership experience;

Required Qualifications:

- Expert-level understanding of Chainsaw maintenance, troubleshooting, and field use;
- Chainsaw and Crosscut Saw certifications, or ability to obtain/renew certifications;
- Strong organizational skills, ability to work independently, self-motivated and confident;
- Ability to clearly and effectively communicate orally and in writing including tracking inventory on a computer;
- Appropriate risk management skills and sound decision-making capabilities;
- Clean driving record (Driver's License background check required);
- Pre-service background screening required including an 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.

991 Captain Jack Drive Steamboat Springs, CO 80487 www.rockymountainyouthcorps.org