



## ROCKY MOUNTAIN YOUTH CORPS Field Coordinator Position Description-2021

**Position:** Youth Corps Field Coordinator

**Location:** Office in Steamboat Springs, CO. Crews will work throughout Northwest Colorado

**Tentative Schedule:** April 5th, 2021 - October 2nd, 2021

*\*Youth Corps Field season ends Mid-August. The Field Coordinator role will then switch to a staff member for the Yampa Valley Science School through the end of September.*

**Compensation:**

- \$650/week
- Lodging (heated wall tent, full kitchen and shower facilities on the RMYC campus)
- Food Allowance (\$50/week)
- Cell Phone reimbursement (\$40/Month)
- Transportation (RMYC will provide use of a vehicle and/or provide a stipend for personal vehicle use and cover all gasoline expenses during the season)
- **Potential Training Opportunities:** Positive Youth Development Certification, WFR, Chainsaw Certification, and crosscut certification (possible/not guaranteed).

**Overview of Youth Corps Program:** RMYC Youth Corps Crews serve all across NW Colorado, including Routt, Moffat, Rio Blanco, Garfield, Eagle, Pitkin, Lake, Summit, Grand, and Clear Creek counties. Our Youth Corps is made up of 11-18 year olds in any one or combination of these counties. Each Crew is broken up by age group. Youth participants are paid a stipend (ages 14+) for the program, which is considered an entry level conservation job. The goal of our Youth Corps is to lead local youth on local projects- either in their home counties or in NW Colorado at large. We strive to place youth with projects where they can form a local connection and see the greater impact in their communities. Our Youth Corps provides young adults with the opportunities and tools to build strong bonds to community, increase academic success, and live a healthy and productive adulthood. The education component of Youth Corps consists of career development, leadership skills, healthy lifestyles, environmental education, personal growth, drug and alcohol awareness, and civic and social responsibility. Five 2-week sessions: Sessions may be two weeks camping, or one week day program followed by one week camping.

### **Essential Job Function:**

The employee in this position will provide leadership and support for multiple crews of approximately 10-12 youth (11-18) in an immersive crew setting, for crews operating on a 24/7 model as well as day crews. The position requires preparation time, oversight of crew rigging and de-rigging, post session clean-up and hands on project work throughout the season. Field Coordinator's will be expected to provide leadership and skills training to crews in the field throughout the season. The Field Coordinator will assist with set-up and implementation of preseason training for Crew Leaders and Assistant Leaders. The Field Coordinator may perform the duties of this position in several different settings including desert, mountain and alpine environments. The position requires extensive bending, lifting, pushing, stooping, carrying and other heavy physical labor for extended periods of time. Field Coordinators may be required to carry a backpack with personal and/or group essentials for extended periods of time or long distances. Field Coordinators may be required to carry hand tools and equipment for extended periods of time or long distances. The nature of the work environment requires that Field Coordinators utilize appropriate safety equipment such as leather gloves, hardhat, long pants, long sleeved shirts and protective glasses.

**Duties and Responsibilities:**

- Assist with pre-season training for Crew Leaders and Assistant Leaders
- Assist with pre-season set up and packing and coordination of gear
- Directly supervise crews in the field.
- Model appropriate judgment and leadership skills for leaders, assistant leaders, and crew members
- Remain in the field for a significant amount of time providing constant logistical support for crews
- Serve as Crew Leader (with a crew 24/7) as needed
- 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
- Distribute tools, crew gear, and paperwork to crews as needed
- Report regularly to the RMYC Admin staff
- Support the physical and emotional well being of all corps members and leaders
- Maintain schedule of crew visits and provide crew member transportation between crew visits as needed
- Plan, organize and facilitate supplemental training and education activities
- Perform duties expected of any corps member including trail work, meal preparation, cleanup/setup, and other day-to-day duties while on crew
- Plan and coordinate approval of crew recreational activities and travel with Program Manager
- Participate and help facilitate training workshops, field training and mid-session training
- Adhere to and enforce rules and regulations as specified in the *RMYC Employee Guidelines Handbook*
- Uphold and enforce RMYC policies and regulations
- Assist with management, field visits and administrative duties associated with RMYC's Internship Program

**Qualifications:**

- Familiarity with the corps model and conservation skills
- Leadership experience with youth ages 11-18
- Proficiency in low impact camping techniques
- 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)

*The Field Coordinator position is classified as a Seasonal Exempt position.*  
<https://www.rockymountainyouthcorps.org/employment>

*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, color, national origin, disability, age, sex, political affiliation, or religion.*

**Rocky Mountain Youth Corps P.O. Box 775504 Steamboat Springs, CO 80477**

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