



**Title:** Local Program Field Supervisor  
**Reports to:** Associate Director  
**Salary:** Salary Group 2 (\$30,000-\$33,000)  
**Location:** Pinetop-Lakeside, AZ  
**Status:** Full Time, Exempt, Regular  
**Benefit Eligible:** Full, per personnel policies

**Date:** 4/13/2018

### **Summary:**

#### **Arizona Conservation Corps:**

The Arizona Conservation Corps (AZCC) is a program of Conservation Legacy, a non-profit service organization built on the legacy of the Civilian Conservation Corps (CCC) that operated from 1933-1942. AZCC provides youth and young adult's opportunities to complete conservation projects on public lands throughout Arizona and surrounding states. AZCC runs local programs almost year round from multiple operational bases in the state, including Tucson, Flagstaff, Mesa, and Pinetop-Lakeside. During peak season, 2-4 crews may be supported by staff based in Pinetop-Lakeside at the same time.

#### **Position Summary:**

The Field Supervisor's primary responsibilities are: recruiting, hiring, training, supervising, and mentoring seasonal field staff including Crew Leaders and Assistant Crew Leaders; technical and logistical support for Field Crews; building and maintaining relationships with project partners; ensuring consistent quality control, risk management, and program integrity and completing administrative functions including the development of project specifications and post-project reporting. Both office and field work are required in this position and the ability to work a flexible schedule is critical.

#### **Essential Responsibilities and Functions:**

##### **Staff Support**

- Work in collaboration with the Associate Director and Program Coordinator to recruit, hire, train, mentor, evaluate, supervise, and support local staff and crew leaders and Assistant Crew Leaders.
- Work with other staff on pressing projects when appropriate, including recruitment efforts and shop tasks.

##### **Project Support**

- Build and maintain strong working relationships with a diverse array of land managers. Coordinate and schedule Local Crew activities and projects with those project partners.
- Determine and develop project expectations and specifications, working with project partners. Communicate work plans to Crew Leaders, ensuring that they are prepared and knowledgeable of projects prior to implementation.
- Provide technical and logistical support to all Local Crews based in the White Mountains
- Actively engage in quality control and risk management through all phases of project planning, implementation, and evaluation.
- Maintain a staff presence in the field, including frequent overnight stays.

- Collect data from crews on an on-going basis. Maintain and organize multiple information systems and databases.
- Produce high quality reports for external project and community partners as well as internal audiences.
- With the help of the Logistics Coordinator in Flagstaff, ensure the shop, fleet, and equipment in the White Mountains are stocked and maintained and that crews' logistical needs are met

#### **Other Duties**

- Assist with a wide variety of in-house trainings such as trainings on leadership, chainsaw operations, trail work, driving, Wilderness First Aid, and Leave No Trace, as well as a weeklong orientation for incoming Corps members. The Field Supervisor may also be involved with other on-the-job trainings such as advanced felling, fence construction and maintenance, rigging, and historic preservation.
- Participate in program promotional activities.
- Serve as a responder to AZCC field emergencies, including being "on-call" for after-hours support.
- Assist with other general duties as needed or assigned by supervisor.

#### **Physical Requirements:**

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Local Field Supervisor is required to sit, stand, walk, speak and hear. The Local Field Supervisor may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she must be able to operate office equipment, telephone, and computer and reach with hands and arms. The Local Field Supervisor may be required to lift up to 50 pounds unassisted. The ability to drive an organizational vehicle is also required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

#### **Qualifications:**

- Bachelor's Degree in Environmental Science, Natural Resources, Forestry, or a related field OR prior experience working for a Conservation Corps, or AmeriCorps program – most preference given to applicants with experience working for a program within Conservation Legacy
- Two years minimum applied field experience in conservation or land management field work
- Demonstrated ability to mentor young adults working in remote outdoors settings performing arduous physical labor
- Technical competence and experience in dry stone masonry, full bench trail construction, chainsaw operations for riparian restoration and fuel reduction
- Proficiency with office equipment and software including Microsoft Office and database management; ability to manage data in an organized, consistent, and timely manner
- Ability to pass Conservation Legacy's Criminal History Checks.
- Strong interpersonal skills and the ability to interact with a wide variety of staff, partners, and members

**To Apply:** Send cover letter, resume, and references directly to Lee Gault, Associate Director ([lgault@conservationlegacy.org](mailto:lgault@conservationlegacy.org)). Position is open until filled and subject to close without notice.