



Title: Field Supervisor
Reports to: Associate Director
Salary: Group 2 (\$30,000-\$33,000)
Location: Las Cruces, NM
Status: Full Time, Exempt, Seasonal
Benefit Eligible: Health only, per personnel policies
Start Date: June, 2018

Date: 4/30/2018

Summary:

Conservation Corps New Mexico:

Conservation Corps New Mexico (CCNM) 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. CCNM provides youth and young adults opportunities to complete conservation projects on public lands in southern New Mexico. CCNM is a pilot program, currently supported by Arizona Conservation Corps, which runs programs year-round and has main offices in Flagstaff and Tucson, AZ. During peak season, 5 crews may be supported by staff based in Las Cruces at the same time.

Position Summary:

The Field Supervisor's primary responsibilities are training, supervising, and mentoring seasonal field staff including Crew Leaders, Assistant Crew Leaders, and Corpsmembers; assisting the Program Coordinators with recruitment and selection of leaders; providing technical support to crews on trail, range, and chainsaw projects; scouting projects and building relationships with on-the-ground partners; ensuring CCNM programming, policies, and procedures are implemented effectively in the field. The primary focus for this position is supporting crews and projects based out of the Las Cruces office. Both office and field work are required in this position, with frequent and prolonged trips to the field. The ability to work a flexible schedule is critical.

Essential Responsibilities and Functions:

Field Support

- Train, supervise, and mentor seasonal field staff including Crew Leaders, Assistant Crew Leaders, and Corpsmembers
- Provide technical and logistical support to CCNM crews operating on public lands in New Mexico and beyond
- Assist with leadership trainings and member orientations
- Visit crews in the field frequently to support crews or to respond to other pressing needs and stay current on field perspective

Project Support

- Build and maintain relationships with on-the-ground partners on federal, state, municipal, and private lands in support of ongoing projects
- Scout projects prior to crews' work to generate project specifications, provide estimates for partners, and determine logistical needs
- Communicate work plans to Crew Leaders, ensuring they are prepared for projects in advance

- Collect data from crews on an ongoing basis, ensuring that photos, survey data, Corpsmember stories, project accomplishments, member evaluations, and partner evaluations are coming in from the field in a prompt and reliable manner.

Other Duties

- Assist with recruitment and selection of Crew Leaders, Assistant Crew Leaders, and Corpsmembers
- Assist with fleet, shop, and equipment upkeep as needed
- Serve as the first choice for responder when the on call system is activated and available for after-hours support
- Assist with a wide variety of in-house and on-the-job trainings, including Wilderness First Aid, leave No Trace, leadership, trails, technical rock work, rigging, fencing, and chainsaw trainings.
- Attend community events for recruitment, outreach, and organizational representation purposes
- Assist with project reporting, compiling data, member information, and project accomplishments and creating narratives and summaries for various projects and partnerships.

Physical Requirements:

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Field Supervisor is required to sit, stand, walk, speak and hear. The 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 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:

- Minimum of 2 years of experience in a Conservation Corps program.
- Experience with crew leadership; trail layout, design, construction, and maintenance; range projects including fencing and invasive species work; and chainsaw operation, maintenance, and repair.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- The ability to travel frequently and camp in remote environments with minimal support.
- Minimum of 1 year of supervising others in the work environment.
- Valid driver's license and an insurable driving record.
- Proficient in computer programs, databases, other technology.
- Must be able to pass all Conservation Legacy's criminal history checks.
- Current Wilderness First Responder certification
- B chainsaw certification preferred

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