Position Description

Position:	**High Desert Conservation Corps - AmeriCorps Conservation Team Leader (CTL)**
Immediate Supervisor:	_____
Service Location:	Bend, OR, Redmond, OR, or Prineville, OR, as assigned. Project locations throughout Central Oregon.
Service Type:	Full-Time Term. Minimum 1700 hours for successful completion.
Service Duration:	47 Weeks
Member Name:	_____
Start Date:	_____
Anticipated End:	_____

Organization Summary:

Heart of Oregon Corps' mission is to inspire and empower positive change in the lives of young people through jobs, education, and stewardship. We aim to improve economic and social vitality while increasing pathways out of poverty. We are training tomorrow's workforce today.

Heart of Oregon Corps' AmeriCorps Public Lands Corps program serves local young people ages 17-24 throughout Central Oregon, and improves over 1,000 acres of public lands a year. The Conservation Team Leader (CTL) serves alongside of and trains these local program participants. A Staff Crew Leader oversees each crew.

Crews of local young people, a Field Team Leader (FTL), Conservation Team Leader, and a Staff Crew Leader serve mostly outdoors on natural resource conservation projects. Crews complete a wide range of conservation projects, such as fire fuels reduction, fencing (enclosure/inclosure), habitat restoration, invasive species management, and hiking/biking trail maintenance, among others. Project partners include the Deschutes and Ochoco US Forest Service, Prineville BLM District, and Bend Parks & Rec, among many others.

Position Summary:

This position is a 47 week, 1700-hour, full-time, nonresidential service position that has a leadership, but not supervisory role on the crew. The CTL will gain hands on experience in conservation projects and the delivery of conservation-related training. The CTL will be trained how to successfully plan and facilitate workshops, training sessions, and conservation curriculum (in both field and classroom environments). This position also helps educate members about the "why" behind each project. CTLs are asked to research and present relevant information that will better explain the reasoning and goals of each project so that members will understand and recognize the importance of their efforts. Furthermore, the CTL will support member development by planning career exploration events and tours, and bring in relevant guest presenters. The CTL will also foster greater inclusion and belonging among program participants by leading team-building activities and regular Member Advisory Council (MAC) meetings. The CTL will provide these services across HOC conservation programs so that youth can gain more peer-level support and training.

	The position serves outside on public lands about 75% of the time, roughly 3-4 days per week on average. While on crew, the CTL will serve alongside members and gain technical experience in conservation projects. Days not serving on projects will be spent developing relevant trainings and member-centered activities. Training will be provided to develop the skills necessary for this position. The position is ideal for people with previous conservation corps experience or those with natural resources, outdoor leadership, and or environmental education backgrounds/degrees. A desire to lead, educate, and support the growth of others are key factors of this role. Service is on a full-time basis, primarily Monday-Friday daily, without regular overnight camping. Some overnight projects will occur occasionally throughout the term of service, but this is not the primary model for HDCC.
Previous Experience:	None Required – Preferred relevant education or conservation corps experience. We prefer applicants to be at least 21 for driving regulations, but we will consider 19+ with previous corps experience.
Housing:	No housing is provided with this service experience.
Service Status:	Full-Time Term - 1700 Hour, as assigned on the Member Service Agreement
Hiring Process:	Heart of Oregon Application, Resume and Cover Letter Review, Yes or No Invite to Interview, Screening (includes reference & background checks), and Selection.
Schedule:	Five 8-hour days (generally Monday-Friday) 7:50 AM to 4:30 PM or 6:50 AM to 3:30 PM. Subject to change due to weather, projects, and time of year –or— Four 10-hour days (generally Monday - Thursday) 6:50 AM to 5:30 PM Early mornings, evenings, and/or weekends depending on projects, community meetings, and member needs. Overnight projects may require longer hours as challenges can arise that Full-Time members (CTLs and FTLs) and Crew Leader may need to address in the moment.
Hours per Week:	40-50 - not guaranteed, may be more or less on occasion. 40 hours is the regularly expected number of hours needed to stay on target for a successful completion of the term. Weekly hours are subject to change due to weather, projects, and time of year.
Schedule Breaks:	15 minutes in the morning and 15 minutes in the afternoon taken at supervisor discretion.
Meal Period Break:	30 minutes for every period of service 6 hours or more in length. Usually mid-day (exact timing will be assigned by Crew Leader). Meal Periods do not count towards the Education Award.
Specific Duties:	Under the supervision of the _____, the Conservation Team Leader (CTL) will complete hands-on conservation projects, foster training and development, and support the mentorship of program participants. The CTL will closely collaborate with Crew Leaders and FTLs in order to teach the "why" behind projects, provide relevant trainings, and build community belonging. Under the guidance of HOC staff, CTLs will lead in-field or classroom trainings, enrichment

activities, and support individual member growth. A strong emphasis on creating a safe, inclusive, and encouraging environment will be key for this role.

Primary Responsibilities:

1. Serve alongside AmeriCorps Members on environmental stewardship projects.
2. Foster a positive crew experience and strong work ethic through leading by example.
3. Support and mentor AmeriCorps Members during their term of service.
4. Design and deliver field and/or classroom-based stewardship and environmental education and natural resources skills lessons.
5. Design and deliver essential employment skills (soft skills) trainings.
6. Design and deliver community/team building activities, enrichment activities, and lead the Member Advisory Council (MAC) meetings.
7. Help Crew Leaders, Staff, and FTLs address safety concerns, as needed.
8. Take part in program evaluations.
9. Transport Members and/or volunteers as necessary.
10. Support staff and FTLs with the planning, implementation, and post-trip needs for overnight projects.
11. Recruit and train volunteers/speakers that pertain to projects and careers in natural resources/outdoor industries.
12. Coordinate with program Staff on certificate and essential employability training opportunities for HOC program participants.
13. Conduct outreach and coordination with HOC partners to provide natural resource education, career exploration, and volunteer opportunities for HOC program participants.
14. Develop and manage Service Learning opportunities for Members.
15. Assist members with developing, achieving and tracking their goals.
16. Support staff with tracking certificate and training outcomes.
17. By the end of term, successfully demonstrate how to design, implement, and assess environmental education programming. Members will be given opportunities to develop these skills through direct training, shadowing, and supervised practice.
18. Assist with Corps Member orientation.
19. Actively participate in the development of personal goals that will be achieved throughout the term of service.
20. Attend mandatory trainings that will build up necessary skills for a leadership role.
21. Maintain a growth mindset, always looking for ways to increase knowledge and skillsets.
22. Learn the history of Heart of Oregon Corps and the overview of each of our distinct programs in order to communicate with the community about who we are and what we do.
    - As a part of this, craft and cultivate an elevator speech that explains our organization and that can be adapted for various audiences and purposes.
23. Assist in the delivery of other program services as assigned to the extent that it is not in conflict with the primary position responsibilities or any AmeriCorps provision including AmeriCorps Prohibited Activities
24. Learn the details of the AmeriCorps program, including specific Program Performance Measures, to fully comprehend the job and the evolution of what we've done in order to help us continue to improve our program.

25. Serve as an integral part of the team, which includes field staff, office staff, AmeriCorps Members, and other Full-Time Members. This means being open to collaborate, ask questions, take initiative on projects, problem solve, and stay flexible throughout the service day.

Secondary Responsibilities:

1. Help maintain a clean work environment around the entire office and program facilities.
2. Support upkeep of facilities and tools.
3. Conduct routine vehicle checks with program participants.
4. Help with organization events.
5. Members may not participate in any AmeriCorps Prohibited Activities as outlined in the Member Service Agreement (MSA).

Benefits:

1. A maximum taxable $27,730.00 (pre-tax) living allowance dispersed bi-weekly over 47 weeks ($1,180.00 bi-weekly)
2. Health benefits – HOC provider or Medicaid as applicable
3. Childcare benefits – As applicable
4. Up to 12 paid holidays and 80 hours for sick and vacation time.
5. Student loan forbearance (for qualifying federal student loans)
6. $7,395 education award granted upon successful completion of the program
7. Potential professional development and training opportunities including: Leadership, project planning, career exploration, public land stewardship & youth development. Possible certifications may include but are not limited to: CPR & First Aid, Mental Health First Aid, Chainsaw S212, Crosscut Saw, Oregon Directly Supervised Herbicide Applicator, and/or Wilderness First Aid
8. Opportunity to live, travel, and serve in beautiful Central Oregon

Tools & Equipment:

1. Hand tools such as weed wrench, shovel, wheelbarrow, trimmer, Pulaski, etc.
2. Power tools such as brush cutter, lawnmower, edger, chainsaw, chipper. Members under 18 must follow Oregon labor laws limiting power tool usage.
3. Members over 18 with a valid OR State Driving License with demonstrated leadership and dependability may be assigned to operate HOC vehicles.

Interpersonal Communication Requirements:

1. Develop and maintain key relationships internally.
2. Assess, interpret, draw logical conclusions, and problem solve effectively and accurately.
3. Work effectively in a stressful environment.
4. Function interdependently in a team environment - respecting the values of others.
5. Maintain professional demeanor, calm, composed, and respectful, in stressful situations.
6. Ability to recognize multiple viewpoints and willingness to compromise.
7. Understand verbal/written instruction.
8. Interact effectively with public and co-workers.

Professional Performance Requirements:

1. Maintains professional working relationships with peers, co-workers, vendors, and the public that are inclusive, collaborative, and respectful.
2. Must be dependable, flexible, and willing to accept responsibilities.
3. Must readily take initiative to do assigned work without prompting.
4. Accepts supervisory authority and maintains professional workplace conduct.
5. Communicate needs and ask questions as they arise
6. Completes all work assignments in an appropriate and timely manner.
7. Ability to communicate in person and via technology one-on-one and in groups of all sizes.

Health & Safety:

1. Must not be a significant risk of substantial harm to the health and safety of oneself or others.
2. Must be able to assess dangerous work sites or activities to prevent injuries from happening.
3. Must respond to the best of your ability as emergencies occur.

Principal Relationships:

Daily interaction with Crew Leader, peer AmeriCorps Members, Project Partners

Workplace Conduct:

Must comply with internal policies and procedures governing conduct.

Prohibited Activities:

Must not engage in prohibited activities as described by AmeriCorps.

Physical Requirements:

1. Lifting heavy (up to 60 lbs) objects for long periods of time (several hours).
2. Ability to work in all-weather condition, including extreme heat, cold, and rain.
3. Performing duties in inclement weather and on uneven terrain.
4. Standing, walking, bending, hiking/carrying, regularly carrying a heavy backpack for long hours.
5. Ability to drive 10 passenger vans and 4WD vehicles.
6. Ability to pull and back trailers safely (or ability to learn).
7. Use a variety of hand and power tools while in the field.
8. Walking several miles per day.
9. Bending at the waist for long periods.
10. Frequent use of upper and/or lower extremities in a repetitive motion to use computer and telephone.
11. Sitting for prolonged periods. Ability to concentrate on reading and writing tasks for extended periods.
12. Ability to see, talk, and hear - must use visual and auditory senses to anticipate or detect safety concerns.
13. Ability to perform above mentioned physical requirements with reasonable accommodations

Service Environment Description:

1. Our office is a dynamic environment with open office space used by staff and, at times, members.
2. A wide variety of outdoor and wilderness setting, each presenting a range of potential hazards, and chances for inclement weather throughout all seasons of the year.

Travel:

Position requires frequent local travel in HOC vehicles. Occasional overnight travel required. Occasional use of personal vehicle with mileage reimbursement required. Must not have any major traffic violations or citations

Minimum Qualifications:

- 21 and over highly preferred for driving qualifications (will consider 19 years old and up with previous corps experience).
- Available for entire duration of term.
- Available for total hours per service term and between the dates specified above.
- Successfully complete state criminal background check, NSOPW check, and FBI fingerprint check (if appropriate) to AmeriCorps and HOC policies. Any individual

	listed on a sex offender registry, convicted of murder, or anyone who refuses to undergo a criminal history check is ineligible to serve. • Must be a United States Citizen, United States National or Lawful Permanent Resident Alien of the United States and provide document as proof. • Provide Social Security Card to verify SSN. • Have a High School Diploma/GED or agree to achieve a diploma or GED before using the award. • Ability to appropriately represent the Heart of Oregon Corps and the AmeriCorps Program.
Other:	• Must adhere to the AmeriCorps uniform standard of "A everyday." • Has regular access to vulnerable populations as described by AmeriCorps.
Statement on Supplementation, Duplication or Displacement of Staff:	This position does not duplicate work of previous or existing employees or volunteers, supplant the hiring of workers, or include service or duties that have been performed or were performed by a current employee, an employee who recently resigned or was discharged, an employee subject to a reduction in work force, or an employee who is on leave.
Statement on Inclusion and Accommodations:	Heart of Oregon Corps is an equal opportunity employer; auxiliary aids and services are available upon request to individuals with disabilities. Alternative formats are available upon request by contacting recruitment@heartoforegon.org. As a recipient of Federal financial assistance, Heart of Oregon Corps is prohibited from discriminating on the grounds of race, color, religion, gender, national origin, age, disability, political affiliation or belief, and against any beneficiary of programs on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States. Heart of Oregon Corps is committed to working with and supporting diverse corps members. As part of this commitment, we will work closely to provide reasonable accommodation to the known mental or physical disabilities of our members. If you believe that you need accommodation to complete the essential functions of your position, please let us know as soon as possible so we can support you.
Role Clarification:	This is an AmeriCorps member level position, NOT a HOC staff member. While serving in this AmeriCorps volunteer position, Conservation Team Leaders need to abide by the below restrictions: • Conservation Team Leaders will not sign/approve official documents such as AmeriCorps paperwork, member timecards, performance evaluations, disciplinary contracts, project contracts, or any similar documents. • Conservation Team Leaders will not be directly involved in project acquisition or contracting. • Conservation Team Leaders will not discipline other AmeriCorps members. While they may provide guidance, facilitate crew meetings, motivate, reward, and uphold safety policies on the service site, all policy violations and disciplinary action must be directed to and handled by Staff.

I have read and understand the essential functions of my position.

_____

Member Signature Date

_____

Parent/Guardian Signature (if a minor) Date