Position Description

**Position:** High Desert Conservation Corps - AmeriCorps Field Team Leader (FTL)

**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' High Desert Conservation Corps (HDCC) program serves local young people ages 17-24 throughout Central Oregon and improves over 1,000 acres of public lands a year. The Field Team Leader (FTL) position will provide leadership to crews comprised of these local members. While the FTL is tasked with the daily leadership of a crew, a staff Crew Leader will be the official supervisory figure in charge of disciplinary action, case management, improvement plans and emergency response.

Crews of local young people, a Field Team Leader, 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/exclosure), 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 FTL will gain hands-on experience in conservation projects and leadership skills. The FTL will be trained on how to successfully lead a crew of young adults under the supervision of a HOC Crew Leader. Over time, the FTL will be tasked with leading a crew without the direct presence of a Crew Leader. This will be one (1) day per week on average after completing their training period. During this time, the FLT will take the skills gained from training and shadowing their Crew Leader to successfully complete a project day. Crew Leaders or applicable staff will debrief with and assess the day

with the FTL. The goal for this term of service is to produce competent crew leaders who can further conservation efforts in Central Oregon and beyond.

The position serves outside on public lands about 85% of the time. The position is ideal for people who want to gain leadership skills and experience within a conservation crew setting. While not strictly required, previous experience with conservation corps, natural resources, outdoor leadership, and or environmental education backgrounds/degrees is preferred. A strong desire to lead and take on responsibility is essential for 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 the FTL 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 Field Team Leader (FTL) will lead, mentor, and monitor crew members on daily projects. FTLs will develop the logistical and leadership skills to effectively prepare crews for projects, complete required project tasks, and troubleshoot complications. The FTL will support the growth of individual members through intentional mentorship and close collaboration with HOC Crew Leaders and program staff. FTLs may support in-field or classroom trainings, enrichment activities, and spike camping duties. A strong

emphasis on creating a safe, inclusive, and encouraging environment will be key for this role.

**Primary Responsibilities:**

1. Participate in pre-project planning with the Crew Leader and applicable HOC staff.
2. Lead morning project prep and safety circles in collaboration with the Crew Leader.
3. Transport crews safely to and from daily project sites in 15-passenger vans, trucks, or SUVs, often towing a trailer.
4. Monitor and address safety concerns, and respond to emergency situations as directed by HOC staff.
5. Participate in daily project tasks in a variety of outdoor conditions, including inclement weather.
6. Lead projects tasks by example. All members must bear a fare share of the workload, meaning FTLs must regularly set the tone and expectations for others to follow.
7. Support daily outcomes tracking and incident reports.
8. Participate in project evaluation and close-out tasks.
9. Mentor and lead a crew of members (17-24 years old) in day-to-day activities on the project site, at camp, and during enrichment or educational events. This includes supporting the physical and emotional well-being of those in program.
10. Participate in and lead Member Advisory Council (MAC) meetings with other FTLs and Conservation Education Team Leaders (CTLs).
11. Be actively engaged in fostering a positive crew culture, supporting the resolution to challenging inter-personal dynamics and working to find solutions for problems.
12. Support members achieve their individual goals by regularly checking in, actively listening, and informing HOC staff of needed resources/support.
13. Provide support to CTLs for scheduled environmental education and natural resources skills lessons, as well as other supplemental training and education activities.
14. 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.
15. Plan, pack-out, attend, and de-rig camping trips.
16. Help with purchasing field equipment, training equipment, and/or camping supplies, as necessary.
17. Implement field logistics and project plans as prescribed by HOC Crew Leaders or supervisory staff.
18. By the end of term, successfully demonstrate how a project is designed, implemented, and outcomes recorded. Members will be given opportunities to develop these skills through direct training, shadowing, and supervised practice.
19. Assist with Corps Member orientation.
20. Actively participate in the development of personal goals that will be achieved throughout the term of service.

21. Attend mandatory trainings that will build up necessary skills for a leadership role.
22. Maintain a growth mindset, always looking for ways to increase knowledge and skillsets.
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 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.
25. 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.

**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:**

**Workplace Conduct:** Daily interaction with Crew Leader, AmeriCorps Members, Project Partners and other HOC staff.

**Prohibited Activities:** Must comply with internal policies and procedures governing conduct.

**Physical Requirements:** Must not engage in prohibited activities as described by AmeriCorps.

1. Lifting heavy (up to 60 lbs) objects for long periods of time (several hours).
2. Ability to work in all-weather conditions, 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.

**Role Clarification:**

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.

This is an AmeriCorps member level position, NOT a HOC staff member. While serving in this AmeriCorps volunteer position, Field Team Leaders need to abide by the below restrictions:

- Field Team Leaders will not sign/approve official documents such as AmeriCorps paperwork, member timecards, performance evaluations, disciplinary contracts, project contracts, or any similar documents.

- Field Team Leaders will not be directly involved in project acquisition or contracting.
- Field 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