ROCKY MOUNTAIN CONSERVANCY POSITION DESCRIPTION

JOB OVERVIEW

Position Title: Conservation Corps Field Coordinator

Reports To: Corps Field Supervisor

Compensation: $1,057.69/week

Position Type: Exempt, Seasonal

Potential for Advancement: No potential for advancement within the season

Dates of Seasonal Employment: Early April - End October (1 position available)
Early April – End of August (2 positions Available)

Benefits:

- Benefits available for employees working a minimum of a 6-month term. Benefits include, but are not limited to, medical, dental, vision, and 401(k) (after meeting eligibility requirements)
- Gear, uniform, and the use of an organization vehicle for work-related activities are provided
- Potential for workforce housing, based on eligibility requirements, and availability at the time of hire
- Part-time and/or Seasonal employees will accrue sick time at the rate of 1 hour for every 30 hours worked, up to 48 hours in a year. Unused sick hours are carried year-over-year with a cap of 48 hours. Employees will not accrue additional sick time until the balance falls below the 48-hour threshold

JOB DESCRIPTION

Position Summary:

The Field Coordinators will provide leadership and support for several (8-10) crews of approximately 5-8 young adults per crew (approx. 18-30 years of age), both in the field and in an office setting. The Field Coordinator will assist with planning, implementation, and reporting of the Conservation Corps season. Throughout the season, the Field Coordinator will be responsible for preparing and implementing trainings, visiting the crews in the field, updating the Corps Field Supervisor and Corps Manager or crew progress and status, resolving and reporting on conflicts in the field, and providing partnership support between the crews and the agency supervisors (USDA Forest Service, National Park Service, and various non-profits). The Field Coordinator may perform the duties of this position throughout the areas of Larimer County, Boulder County, Gilpin County, Clear Creek County, Grand County, and Jackson County. This position requires heavy physical labor for extended periods of time, significant travel time in a Conservancy vehicle, and time spent in the office working on a wide variety of tasks.

Essential Duties/Responsibilities

1. Assist in the development and implementation of pre-season training for Conservation Corps
2. Lead educational sessions during Crew Leader Week and Orientation Week
3. Assist with pre-season set-up, packing, and coordination of individual and group gear
4. Distribute, track, and repair all gear rentals
5. Model appropriate judgment and leadership skills for members
6. Work in the field providing logistical support for crews
7. Serve as a Crew Leader (with a crew 24/7), as needed
8. Conduct regular meetings with Crew Leaders and help develop their leadership style
9. Collect and organize paperwork from crews to be turned into the RMC-CC Admin staff
10. Organize, clean, distribute, and collect crew gear
11. Administer and organize crew paperwork
12. Report regularly to and support the RMC-CC Admin staff
13. Support the physical and emotional well-being of all corps members

14. Maintain the schedule of crew visits
15. Plan, organize, and facilitate supplemental training and education programs
16. Perform duties expected of any corps member, including trail work, field planning, cleanup/setup, and other day-to-day duties while on crew
17. Participate and help in facilitating orientation and training
18. Adhere to the Rocky Mountain Conservancy Staff Handbook
19. Enforce rules and regulations as specified in the RMC-CC Handbook
20. Implement and adhere to AmeriCorps policies related to behavior, reporting (timesheets and trail reports), and all other aspects of the Member Service Agreement
21. Perform administrative tasks and maintain a broad variety of databases, spreadsheets, and Word documents surrounding accomplishments, education session preferences, and contact information
22. Help organize, distribute, and collect mid-season and end-of-season evaluations
23. Assist in the preparation of grant and other reporting processes
24. Attend Rocky Mountain Conservancy staff meetings, as schedule allows
25. Support Community Volunteer Stewardship Events in collaboration with NPS as necessary
26. Model effective communication with project partners and crews
27. Support AmeriCorps program administration
28. Support High School Leadership Corps as necessary
29. Any other duties assigned as needed

REQUIREMENTS

1. Must be a U.S. Citizen, U.S. National, or Lawful Permanent Resident of the U.S
2. Must pass the National Sex Offender Public Registry and applicable State and Federal background checks
3. Must complete physician's review, if requested
4. Provide a clean driving record (Driver's License background check required)
5. Must be at least 21 years of age to drive Company vehicles.

JOB QUALIFICATIONS

Knowledge, Skill, and Ability

1. Familiarity and expertise with the corps model and conservation skills
2. Multiple seasons of experience leading outdoor crews (conservation, education, etc.)
3. Strong background in trail construction and maintenance techniques
4. Ability to communicate clearly and effectively, both written and orally
5. Robust interpersonal communication skills
6. Sound judgment and ability to model and implement policies and procedures inthe field
7. Proficiency in low-impact camping techniques (LNT Ethics)
8. Strong organizational skills, ability to work independently, and self-motivated
9. Strong risk management skills
10. Ability to lead groups of diverse youth (ages 18-30)
11. Ability to empathize with others
12. Comfortable working in both field and office settings
13. Strong prioritization of safety for oneself and others. This includes but is not limited to knowing your physical limits to reduce strains and sprains, using caution when lifting and using team lifts when possible, being aware of your surroundings, and careful foot placement when walking on uneven ground.
14. Demonstration and continued respect of RMC property, including but not limited to RMC vehicles, equipment, etc.

Supervisory Duties

1. Oversee 2-3 Conservation Corps crews (5-10 members each)
2. Support volunteer supervision during community volunteer stewardship events if necessary

Computer Skills

1. Must have capable computer skills and be competent with Microsoft Office applications

Education or Formal Training

1. Wilderness First Aid certification or the ability to obtain by April 1, 2026 (eligible for reimbursement)

Experience

1. At least two seasons of experience in Corps programs or a similar field
2. At least one season of experience as a designated leader of conservation activities (i.e., trails, vegetation, landscaping, campground maintenance, etc.)
3. At least two years of experience working with youth and young adults

Material and Equipment Directly Used

1. Daily use of Conservancy, USFS, and NPS vehicles, including 4x4 trucks, vans, and potentially 14-passenger buses
2. Frequent use of hand and power tools. These include, but are not limited to: pulaskis, shovels, mcleods, various hammers, pick-mattocks, crosscut saws, handsaws, rock bars, hoes, power drills, power saws, power sanders, and wheelbarrows.
3. Frequent work around heavy machinery. These include, but are not limited to: mini excavators, dump trucks, bobcats, plate compacters, and chainsaws.
4. Occasional work with livestock, including horses, mules, and llamas.

Working Environment/Physical Activities

1. Long (10-hour) days of shoveling, digging, and swinging heavy tools repetitively
2. Heavy lifting of up to 50 pounds
3. Walking and working on steep or uneven terrain
4. Carrying a 40 lb. backpack between 3-10 miles
5. Working in extreme weather conditions
6. Working, eating, and camping outdoors in all weather conditions
7. Time spent at a computer, when needed
8. Adaptability to perform in a fast-paced, ever-changing environment

<u>NOTE:</u> This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.