ROCKY MOUNTAIN CONSERVANCY POSITION DESCRIPTION

JOB OVERVIEW

Position Title: High School Leadership Corps Supervisor

Reports To: Stewardship Field Manager

Compensation: $1,168/week

Position Type: Exempt, Seasonal

Potential for Advancement: No potential for advancement within the season

Dates of Seasonal Employment: March 1st – September 30th

Benefits:

- Gear, uniform, and the use of a company vehicle for work-related activities are provided. Potential for Park Housing Unit; depending on eligibility requirements and availability at the time of hire.
- Part-time and Seasonal employees will accumulate sick time at the rate of 1 hour per 30 hours worked, up to 48 hours in a year. Unused sick hours are carried over from year to year up to 48 hours. Employees will not accrue additional sick time until the balance falls below 48 hours.
- No Benefits plan available

JOB DESCRIPTION

Position Summary:

The High School Corps Supervisor will provide direct oversight to the Rocky Mountain Conservancy High School Leadership Corps (HSLC) program, both in the field and in an office setting. Along with overseeing the High School Leadership Corps, the High School Leadership staff may provide support to the Rocky Mountain Conservation Corps. The High School Leadership Supervisor will plan, implement, and report on the High School Leadership program throughout the season and ensure adequate training is provided to the High School Leadership Field Coordinator. The High School Leadership Corps Supervisor will assist the High School Leadership Corps program, staying in the field with the crew for their entire 11-day program, specifically supporting the High School Leadership Field Coordinator during the workdays and giving lessons. The High School Leadership Corps Supervisor will also contribute to and support the growth and development of the High School Corps Field Coordinator throughout the season. They will provide regular updates to the Corps Manager on crew progress, the status and reporting on conflicts in the field, and provide partnership support between the crew and agency supervisors (USDA Forest Service, National Park Service, and several other non-profits). The High School Leadership Corps Supervisor may perform the duties of this position throughout Larimer County, Clear Creek County, Grand County, Jackson County, and across the Rocky Mountain National Park and the Arapaho-Roosevelt National Forest. The position requires heavy physical labor for extended periods in the field, travel in a Conservancy vehicle, and time spent in the office working on a wide variety of tasks.

Essential Duties/Responsibilities

1. Develop and implement pre-season training for the High School Leadership Corps and Conservation Corps
2. Develop and implement pre-season training and seasonal evaluations for High School Leadership Corps Field Coordinator
3. Develop and implement pre-season training and expectations for High School Corps Youth Mentors in conjunction with the Field Coordinator
4. Recruit and hire for High School Leadership Corps
5. Communicate and organize programming for the High School Leadership Corps
6. Assist with educational sessions during Conservation Corps training weeks
7. Lead pre-season set up, packing, and coordination of individual and group gear for the High School Leadership Corps
8. Distribute, track, and repair all gear rentals for High School Leadership Corps
9. Model appropriate judgment and leadership skills for members

10. Work in the field providing logistical support for crews for the entirety of two 11-day High School Leadership Sessions
11. Prepare lessons in leadership and professional development to take place during each session
12. Conduct regular meetings with the High School Corps Field Coordinator for one-on-one check-ins
13. Collect paperwork and waivers from agency partners to return to the admin staff
14. Organize, clean, distribute, and collect crew gear
15. Report regularly to and support the RMC-CC Admin staff
16. Support the physical and emotional well-being of HSLC members/mentors
17. Provide occasional crew visits to Conservation Corps crews
18. Plan, organize, and facilitate supplemental training and education programs
19. Perform duties expected of any corps member, including trail work, field planning, cleanup/setup, and other day-to-day duties while on crew
20. Plan and coordinate crew activities and travel with the Corps Manager
21. Participate in and help with facilitating orientation and training
22. Adhere to the Rocky Mountain Conservancy Staff Handbook
23. Enforce rules and regulations as specified in the RMC-CC/HSLC Handbook
24. Perform administrative tasks and maintain a broad variety of databases, spreadsheets, and Word documents
25. Help organize, distribute, and collect mid-season and end-of-season evaluations
26. Assist in the preparation of grants and other reporting processes
27. Attend Rocky Mountain Conservancy staff meetings, as schedule allows
28. May support Community Volunteer Stewardship Events
29. Provide effective communication with project partners
30. 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. Understanding of working with High School Youth
2. Familiarity with the corps model and conservation skills
3. Familiarity with 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. Organizational skills, ability to work independently, and self-motivated
9. Risk management skills
10. Ability to lead groups of diverse youth (ages 14-17)
11. Background in Environmental Education
12. Ability to empathize with others

13. Comfortable working in both field and office settings
14. 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.
15. Demonstration and continued respect of RMC property, including but not limited to RMC vehicles, equipment, etc.

Supervisory Duties

1. Oversee High School Leadership Corps (11 participants)
2. When possible, support volunteer supervision during potential community volunteer stewardship events

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 June 1, 2026 (eligible for reimbursement)

Experience

1. At least one year of experience in Corps programs or in a similar field
2. At least one season of experience leading outdoor education
3. At least two years of experience working with youth and young adults

Material and Equipment Directly Used

1. Daily use of Conservancy, trucks, vans, and frequent use of 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. Working in the field for 11 days, with 5 days off after each session, is wrapped up
2. Long (10-hour) days of shoveling, digging, and swinging heavy tools repetitively
3. Heavy lifting of up to 50 pounds
4. Walking and working on steep or uneven terrain
5. Carrying a 40 lb. backpack between 3-10 miles
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 allduties, responsibilities, or qualifications associated with the job.