



## School Instructor Job Description

Vermont Youth Conservation Corps  
1949 East Main Street, Richmond, VT 05477  
802-434-3969  
[www.vycc.org](http://www.vycc.org)  
[info@vycc.org](mailto:info@vycc.org)

### Overview

The School Instructor position is a full-time, year-round, salaried position. The role of the VYCC School Instructor is to work with a team of professionals to develop and deliver an applied learning model which schools statewide can adopt to enrich their own educational programs. This position's primary role will be to lead a team of ten to twelve students, day-to-day, in a series of work based learning units. The Instructor will work with school partners to support students, many at risk of dropping out of high school, including the recruitment, hiring, discipline, and special education of crew members. The Instructor will sign a two year, at will agreement, to be annually reviewed, and report to the Program Coordinator or Manager. While this job will sometimes be a forty hour per week commitment, it will often be more depending on time of year, partner needs, and discipline needs.

This is an ideal position for someone interested in being on the creative front lines of a significant educational initiative in Vermont. The project has the potential to create significant understanding statewide of the role of applied learning and its role for local schools.

### Overview of the Vermont Youth Conservation Corps

The VYCC is a non-profit service, conservation, and education organization modeled after the 1930's Civilian Conservation Corps. The VYCC instills the values of personal responsibility, hard work, education, and respect for the environment in young people. Young adults aged 16-24, work, live, and study together in small groups, completing priority conservation and park management projects throughout Vermont under the guidance of highly-trained leaders. In building upon the history of wilderness, roving, community and park crews, the VYCC implemented school-based programs in 2006. School crews complete a variety of conservation-based projects rooted in the landscape and traditions of Vermont, while being simultaneously immersed in a dynamic educational curriculum.

### Environmental Factors

School Instructors will be based either out of the VYCC Education and Training Center in Richmond, VT, or in a satellite location at the partnering school. School Instructors must be able to maintain focus and productivity amidst a bustling office atmosphere while sharing office space with others. In addition, all staff interacts with over 20 Headquarters staff, 40 summer seasonal staff, and innumerable school personnel on a regular basis. The Vermont Youth Conservation Corps is an organization that cultivates success using a team approach. All staff needs to balance personal initiative and independence with an ability to effectively utilize the team process.

## Responsibilities

- Willingness to start the process of acquiring teacher's certification or hold a valid teacher's certificate
- Provide dynamic leadership and supervision to a group of 10-12 students during the school year
- Develop project and work-based curriculum prior to school year startup and throughout the year
- Develop lesson and work plans, learning objectives, and evaluation tools for each project
- Work with school partners to recruit, hire, and orient crew members
- Teach students work skills, life skills and relevant academics through projects
- Serve as teacher, mentor, work supervisor, and role model for students
- Develop quarterly presentations for students to share their stories and showcase their accomplishments
- Present program to students, school partners, parents, community sponsors and legislators as needed
- Work closely with school partners and VYCC staff to develop, maintain, and evaluate program
- Work closely with the School Program Staff to set professional goals and develop your skills as a School Instructor and as a professional
- Network with other School Instructors on an on-going basis to create a collegiate atmosphere and provide opportunities to learn from one another
- Improve and expound upon the four year history of the VYCC School Program
- Challenge yourself

## Qualifications

- Demonstrated ability to lead and inspire youth (crew leading, outdoor leadership, work supervision)
- Minimum of 22 years old
- Diverse hands-on experience on the land gained through work, life, and school (natural resources, agriculture, science, trail work)
- Strong desire to work with youth in a crew setting
- Problem-solving ability, flexibility, self-confidence, and a strong work ethic
- Sound judgment, creativity, humor, and maturity
- Dedication to lifelong learning and personal growth
- Solid belief in the VYCC mission to teach personal responsibility
- Effective organizational and time management skills
- Excellent interpersonal, verbal, and written communication skills
- Basic computer experience (Word, and Excel preferred)
- Basic office administrative skills
- Valid driver's license, good driving record, and a reliable vehicle
- A Bachelor's Degree from an accredited 4-year college or university

## Benefits

- \$26,000 - \$28,000 annualized, based on experience
- 25 days of leave
- Health and dental coverage
- Support for cost of securing a teaching license, up to \$1500
- Professional development through in-house training, collegial exchange, and outside conferences
- Hands-on training in time management, recruitment and hiring, staff training, supervision and evaluation, database management, payroll functions, and various computer software
- Excellent opportunity to grow and learn non-profit program and personnel management skills
- Supportive, challenging atmosphere with dedicated and professional co-workers

## To apply

For more information, please contact Kat Coons at the VYCC at 802-434-3969 ext. 147 or [kat.coons@vycc.org](mailto:kat.coons@vycc.org).

To apply, please fill out an online application and submit a cover letter and resume at [www.vycc.org](http://www.vycc.org).