



Vermont Youth Conservation Corps

1949 East Main Street, Richmond, VT 05477

802-434-3969

www.vycc.org

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School Partnership Program Crew Leader Job Description

Overview

The role of the School Crew Leader 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 co-lead a team of ten students, day-to-day, in a series of work based learning units. In addition, this position will play a leadership role in developing these educational units, tying them to Vermont's Educational framework, and evaluating student performance. The Crew Leader will work with school partners to support students including the recruitment, hiring, and orientation for Corps Members. The Crew Leader will report to the VYCC Program Coordinator.

School Crew Leaders begin August 1st with a month of VYCC intensive orientation, training, and project-based curriculum development. Once School begins, Crew Leaders will spend 3-4 hours executing the curriculum and teaching students basic workplace skills of personal responsibility, being prepared, setting and reaching goals, taking initiative and testing leadership skills. The remaining portion of the day will be spent preparing curriculum, planning work-projects, documenting the day's activities and student performance, and meeting with fellow Crew Leaders and Supervisors.

Summer work following the school year will include project development, curriculum documentation, and up to three weeks of residential crew leading in the field.

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.

Contracts are one year long and new contracts are reviewed annually based upon performance.

Overview of the Vermont Youth Conservation Corps

The VYCC is a statewide, year-round, non-profit conservation and education organization with the mission of teaching individuals to take personal responsibility for their actions. Each year we enroll over 300 Corps Members and full-time AmeriCorps Members, aged 16–23, to work, live, and study together in small groups. In the fall of 2006, we implemented school-based programs at three different sites, including our new Youth Leadership, Education and Training Center at the West Monitor Barn in Richmond, ushering in a major expansion and new direction. All of our crews complete priority conservation, agriculture, park management,

and disaster relief projects throughout Vermont and beyond under the guidance of highly trained leaders. See www.vycc.org for additional program information.

Primary Responsibilities

The responsibilities of the Instructor include the following:

- Co-Lead a crew of ten students during the school year
- Support summer field program
- Plan program curriculum prior to school year start up
- Develop lesson plans, learning objectives, and evaluation tools for each learning unit
- Develop work-based learning projects in cooperation with the VYCC Operations Department
- Act as a teacher, mentor, work supervisor, and guide for students
- Work as part of a 18-20 person team to develop and manage program
- Provide orientation and training for students
- Work closely with school officials to develop, maintain, and evaluate program
- Present program to students, teachers, parents, and legislators as needed
- Complete program evaluation and reports as necessary

Minimum Qualifications and Desired Experience

- Youth leadership experience
- Desire to work with youth in an alternative setting
- Solid belief in the VYCC mission
- Effective organizational and time management skills
- Ability and comfort in working independently and as part of a team
- Excellent interpersonal and verbal communication skills
- Effective public speaking skills
- Basic computer experience (Word, Excel, PageMaker preferred)
- Basic office administrative skills
- Valid driver's license, good driving record, and a reliable vehicle
- Must be at least 22 years old
- Previous conservation work experience

Compensation

- \$26,000 annualized salary
- 25 days of leave, 12 sick days
- Health coverage
- Support for cost of securing a teaching license
- Professional development through in-house training, collegial exchange and outside conference
- 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 Abigail Mendenhall at the VYCC at 802-434-3969 ext. 138. To apply, fill out an online Crew Leader application at www.vycc.org complete with cover letter and resume.

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Attn: School Program Hiring Committee
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