

Conservation Program Field Assistant Job Description



Vermont Youth Conservation Corps
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Vermont Youth Conservation Corps

VYCC is a non-profit service, conservation, and education organization inspired by the 1930's Civilian Conservation Corps. VYCC instills the values of personal responsibility, hard work, education, and respect for the environment in young people. Corps Members, young adults 16-24, live and work together in small groups, completing priority conservation projects throughout Vermont and other states under the guidance of highly-trained leaders.

Position Overview

The Field Assistant position is a full-time temporary position with responsibilities that involve supervisory, field, and administrative tasks. The successful candidate must easily transition from field-based to office-based responsibilities and will focus on helping to develop and support 20 crews that currently comprise the Conservation Program in either Vermont or North Carolina. The Field Assistant is supervised by the Conservation Program Staff.

The Field Assistant will work closely with the Program Staff to gain a full understanding of the program mission, goals, and processes and will work as part of a highly motivated professional team to assist in all aspects of the VYCC Conservation Program. This may include but is not limited to areas such as Field Staff hiring, training, and supervision, Corps Member recruitment, and work project management.

During the pre-season months, the Field Assistant will focus on Crew Leader and Corps Member recruitment and assist with the planning and preparation for Crew Leader training. During the field season, the Field Assistant will train and support crews, supervise Crew Leaders, respond to urgent situations, and manage complex logistics all the while inspiring Crew Leaders and Corps Members alike as a confident leader. The Field Assistant must possess exceptional time management skills, the ability to effectively juggle competing priorities, follow through with multiple on-going responsibilities, and have a strong desire to take on an active role in a dynamic organization.

During the Field Season this position involves a great deal of travel and long hours. The right candidate will have stamina, a passion for spending several days at a time in the field, and must be able to work evenings and weekends. Due to the dynamic nature of the VYCC, all staff may be asked to take on additional responsibilities as they develop. The right candidate will be confident, have the ability to work independently as well as within a close team, and have a strong desire to manage a statewide conservation work and education program.

Environmental Factors

The Field Assistant will be based out of the VYCC Headquarters Office in Richmond, VT. The office currently houses 20 full-time staff, as well as varying numbers of interns and volunteers who assist with special projects throughout the year. The Field Assistant must be able to maintain focus and productivity amidst a bustling office atmosphere while sharing office space with others. The Vermont Youth Conservation Corps is an organization that cultivates success using a team approach. Full-time staff needs to balance personal initiative and independence with an ability to effectively utilize the team process.

Primary Responsibilities

Recruitment and Hiring:

- Recruit, interview, and hire 32 Field Staff and 168 Corps Members
- Participate in Corps Member outreach events
- Assist with the marketing of the program and projects

Field Program Support:

- Assist with the development and implementation of Field Staff trainings
- Provide technical and crew management support to crews
- Assist with the development of educational programs and activities
- Evaluate health and safety of crew work sites
- Facilitate group dynamics and morale issues on crews
- Train, advise, and evaluate Field Staff
- Provide on-call support for crews in the field
- Evaluate, document, and report on program achievements
- Substitute temporarily for Crew Leaders when needed

Program Logistics:

- Assist with pre-season logistics such as: food, tool, gear, and equipment purchasing
- Assist with the management of logistics including: vehicle repairs, tools, and equipment
- Assist with program events such as crew start-ups and closures
- Assist with end of season wrap up, inventory, equipment management, data entry, and grant reporting

Minimum Qualifications

- Solid belief in the Vermont Youth Conservation Corps mission
- Bachelors Degree preferably in Natural Resources, Environmental Studies, or equivalent subjects
- Previous experience with trail construction and residential camping is required
- Preference given to applicants with experience in conservation work or similar education-based programs
- Exceptional time management, organizational skills, and attention to detail
- Excellent interpersonal skills and verbal communication skills
- Dedication to the field program, mission, and willingness to uphold and enforce all VYCC rules and policies
- Ability to manage complex logistics
- Excellent physical and emotional stamina
- Excellent written and oral communication skills
- Valid driver's license and good driving record
- Reliable personal vehicle
- Standard First Aid and CPR or equivalent

Compensation

- Annualized salary, exempt from overtime
- Organizational dedication to on-going professional development
- Pro-deals
- Mileage reimbursement or access to an organization vehicle for all work-related travel

Start Date

- March 2017

To Apply

Please send a cover letter, resume, and contact information for three professional references to Natasha Steinmann, Conservation Program Coordinator. Phone: (802)-434-3969 x140. E-mail: natasha.steinmann@vycc.org.