**Conservation Program Coordinator**

Date Posted: 12.4.2018

**Department:** Conservation

**Reports To:** Conservation Program Director

**Position Status:** Full-time, Year Round

**Position Start:** Position open until filled.

**Exemption Status/Reason:** Exempt

---

**Job Summary:**
The Vermont Youth Conservation Corps (VYCC) is seeking a full-time Program Coordinator to support planning, design, and field implementation of our Conservation Crews with an initial focus on our community crews. The community crew model employs youth participants across Vermont in day-crews and regional residential crews on projects in their local communities. Community crews are more accessible than remote or long-term camping crew opportunities, while simultaneously strengthening direct connections between members and their community, building community support for VYCC’s model, and reaching more young Vermonter. The Coordinator will be involved in all aspects of VYCC’s field season, participating in pre-season program planning, project development, crew recruitment and hiring, and supervising and supporting crews during the field season. The right candidate will have conservation and educational experience, a passion for working with, mentoring, and supporting youth, and will be ready to dig in for statewide travel, long in-season workdays and some required weekends, evenings, and overnights. Through it all, they must be able to maintain their energy, enthusiasm, and passion for the VYCC mission.

**Essential Functions:**

*Projects and Partners:*

- Project planning and partnership development in Vermont communities
- Outreach into new communities including project marketing, presentations, community meetings
- Active community engagement in existing locations
- Project scouting, design, planning, and project support during field season
- Annual partner debriefs and consistent correspondence with partners throughout season
**Program Design, Planning, and Support:**
- Refining, adapting, and updating crew structure, daily schedule, and crew policies to enhance participant experience while increasing value to Vermont communities
- Amplifying educational outcomes while maintaining rigorous work experience
- Participation in planning and implementation of trainings for Crew Leaders and Corps Members
- Participation in design and implementation of Crew Member orientation, and other initiatives

**Recruitment and Hiring:**
- Attend and participate on recruitment events
- In coordination with Recruitment and Member Services Manager, expand our outreach network in Vermont communities
- Conduct interviews for Corps Members and Crew Leaders
- Assist in Crew placement with Conservation Team and post-hire processing with Admin Team

**Field Support and Supervision:**
- Directly supervise and support up to 4 crews during the field season
- Coordinate with additional Field Assistant(s) for season crew support
- Program events, startups, closures, community events and presentations
- End of season program wrap-up logistics

**Administrative:**
- Data tracking on project accomplishments and participant experience
- Reporting to community partners and grant-based supporters
- End of Season program data, reporting, and season closeout

**Required Qualifications, Knowledge, Skills and Abilities:**
- Commitment to the Vermont Youth Conservation Corps mission and our values of personal responsibility, diversity, teamwork, learning, and the natural world.
- Degree in Natural Resources, Recreation, Education, or a related field
- Experience in conservation field work
- Experience in educational programming, including developing and delivering trainings for youth and young adults
- Experience with project management and interacting with community partners
- Experience teaching, facilitating, and managing group dynamics
- Experience supervising, supporting, and providing feedback to teams or crews
- Exceptional time management, organizational skills, communication skills, and attention to detail
- Dedication to the field program during the season, and willingness to uphold and enforce all rules and policies
- Valid driver’s license and good driving record
- Wilderness First Aid and CPR or equivalent
About VYCC’s Culture, Workplace, and Compensation:

About VYCC
Our mission is to teach young people personal responsibility through meaningful work that connects us to the land, community, and one another. Youth and young adults (ages 15-24) join VYCC for practical and hands-on work, personal growth, and deep connection to the natural world by working on farm and conservation crews across the state. Learn more at VYCC.org.

Our Commitment to Diversity
The VYCC is committed to creating a diverse environment and is proud to be an equal opportunity employer. Applications from diverse racial, ethnic, and cultural backgrounds, women and gender fluid individuals, veterans, and individuals with disabilities are encouraged. All eligible applicants or job-holders have an equal opportunity in all areas of VYCC employment.

Our Workplace
This position is based out of the Vermont Youth Conservation Corps Headquarters Office at the historic West Monitor Barn, in Richmond, VT. Our office is a collegial, bustling, and fun open office atmosphere, which offers staff opportunities to interact and collaborate. Successful staff are able maintain focus and productivity, balance personal initiative and independence, and plug into our team in ways that help us do our best work as an organization. Staff enjoy the perks of the Farm at VYCC and forest campus year-round, as well as the happenings of nearby downtown Richmond.

Staff Compensation:
- Salary, Exempt from overtime
- Medical and dental insurance
- Annual (CTO) and sick leave
- On-going professional development
- Member of a mission-driven, fun, results-oriented, and dedicated team of professionals
- Member of a dynamic organization with tremendous impact on Vermont’s youth and environment
- Mileage reimbursement or access to an organization vehicle for all work-related travel

How to Apply
Please send a cover letter, resume, and contact information for three professional references to Patrick Pfeifer, Conservation Program Director: Patrick.Pfeifer@VYCC.org. No calls, please.

Updated 12.3.2018