



Vermont Youth Conservation Corps
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CONSERVATION FIELD SUPERVISOR

Date Posted: February 27, 2019

Reports To: Conservation Program Coordinator **Position Status:** Full-time, Seasonal

Position Start: Open until filled. **Exemption Status/Reason:** Exempt

**Starting mid and late March 2019 running
through early September or November.**

Job Summary:

The Vermont Youth Conservation Corps (VYCC) is hiring a full-time, seasonal Conservation Field Supervisor to join our dynamic team. This position consists of responsibilities that involve supervisory, field, and administrative tasks. The person must easily transition from field-based to office-based responsibilities and will focus on training and supporting 18 Youth and Adult crews that currently comprise the Conservation Program in Vermont.

The Field Supervisor will work closely with 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 Crew Leader hiring, training, and supervision, Corps Member recruitment, and work project management.

During the pre-season months, the Field Supervisor will focus on Crew Leader and Corps Member recruitment and hiring, and assist with the planning and preparation for Crew Leader training. During these months the Field Supervisor will be based out of the barn working approximately 40 hours a week.

During the field season, the Field Supervisor will train and support crews, supervise Crew Leaders, respond to urgent situations, deliver crew education, and manage complex logistics—all the while inspiring Crew Leaders and members as a confident leader. The Field Supervisor must possess exceptional time management, 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. This position involves a great deal of travel and long hours, generally spending four days/week in field and one in office, with an average of one night a week in the field. It is not uncommon to drive upwards of six hours a day to visit a crew or work 50-60 hours a week in peak season. 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.

Post-program, the Field Supervisor will play an active role in office-based administrative duties including reporting and data management.

Essential Functions:

Recruitment and Hiring:

- Assist with the recruitment, interviewing, and hiring of 32 Field Staff and 180 Corps Members
- Participate in Corps Member outreach/recruitment events
- Assist with program and project outreach/marketing

Field Program Support:

- Assist with developing and implementing crew trainings
- Provide technical and crew management support to youth and adult crews
- Assist with developing educational programs and activities
- Evaluate health and safety of crew work sites
- Facilitate group dynamics and morale issues on crews
- Train, advise, and evaluate Crew Leaders
- Provide on-call support for crews in the field
- Evaluate, document, and report on program achievements
- Substitute temporarily for Crew Leaders when needed
- Conduct field site visits at multiple locations around the state (and occasionally in neighboring states)

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 weekend crew start-ups and closures
- Assist with end of season wrap up, inventory, equipment management, data entry, and program reporting

Required Qualifications, Knowledge, Skills and Abilities

- Commitment to the Vermont Youth Conservation Corps mission and values
- Previous experience with trail construction and residential camping
- 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 and willingness to uphold and enforce all VYCC rules/policies
- Ability to manage complex logistics
- Excellent physical and emotional stamina
- Excellent written and oral communication skills
- Ability to work evenings and weekends, when required
- Bachelor's Degree preferably in Natural Resources, Environmental Studies, or related subjects
- Valid driver's license and satisfactory driving record
- Reliable personal vehicle
- 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 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.

Compensation

- \$580/week salary, exempt from overtime
- Medical and dental insurance
- Seasonal (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
- Pro-deals
- Mileage reimbursement or access to an organization vehicle for all work-related travel

How to Apply

Please send one PDF containing a cover letter, resume, and contact information for three professional references to

Hans Melhus, Conservation Program Coordinator: hans.melhus@vycc.org. 802.434.3969 ext. 135

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