



Vermont Youth Conservation Corps
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CREW LEADER

Date Posted: January 30, 2019

Job Title: Crew Leader

Department: Conservation

Reports To: Conservation Program Staff

Position Status: Full-time, Temporary

Date: 2019

Exemption Status/Reason: Exempt

Job Summary: As a Crew Leader, you will serve as an educator, work supervisor, and role model for four to eight Crew Members (15-24 years old). You and your co-leader will guide your crew in completing priority projects while helping Crew Members develop technical and leadership skills. Conservation Crews projects may include: trail restoration and maintenance, bridge and boardwalk construction, lean-to restoration, backcountry carpentry, watershed enhancement, and invasive species removal. As a Crew Leader, you will facilitate community building, oversee the health and safety of your crew, and teach both life and job skills. You will work with VYCC staff and project partners to ensure the success of your project and crew. You must be ready for a challenge and enjoy working alongside a diverse group of individuals.

Essential Functions:

- Crew Supervision:
 - Facilitates a structured education and work program for a crew of youth or young adults
 - Maintains positive crew morale, fosters teamwork among Crew Members, and leads by example
 - Enforces VYCC policies and procedures, and is responsible for maintaining project and program goals, as well as the VYCC mission
 - Maintains an emotionally and physically safe work and living environment for all participants

- Project Accomplishment:
 - Coordinates work projects with project sponsors and VYCC staff
 - Maintains production, quality, and safety standards for crew
 - Communicates and ensures completion of project goals
 - Performs physical work safely in all weather conditions

- Crew Member Development:
 - Fosters and models a supportive and encouraging environment both on the job site and in camp
 - Conducts trainings for Crew Members in areas such as: proper tool use, first aid, workplace safety, leadership/management skills, and effective communication
 - Implements VYCC youth development outcomes and education curriculum
 - Conducts feedback meetings that help Crew Members set goals, assess growth and celebrate progress

- Communication:
 - Develops reports for projects, equipment, budget, Crew Member development, education, and safety
 - Maintains regular communication with VYCC headquarters staff and project partners

Qualifications:

- An understanding of and commitment to the Vermont Youth Conservation Corps mission
- Ability to uphold and enforce all VYCC rules and policies
- Ability to manage complex logistics
- Valid driver's license and good driving record for at least 3 years
- Wilderness First Aid and CPR or equivalent
- At least 20 years of age
- Willingness to undergo a criminal background check

Preferred Knowledge, Skills and Abilities:

- Previous experience with trail construction
- Previous experience with backcountry camping
- Exceptional time management and organizational skills, and attention to detail
- Excellent interpersonal, verbal communication, and writing skills
- Preference given to applicants with experience in conservation work or similar education-based programs

Physical and Mental Demands:

- Ability to operate certain types of mechanized equipment applicable to work projects.
- Ability to operate a motor vehicle.
- Ability to read, speak and write clearly and professionally.
- Ability to bend at the knees, occasionally lift and exert up to 100 pounds of force, and/or up to 30-50 pounds of force frequently to move objects in the field.
- Ability to perceive at close and far distances and to maintain visual acuity to determine the thoroughness of work projects in the field.
- Ability to maintain physical, repetitive tasks that require the use of your whole body.

- Ability to walk and stand for long periods when in the field while carrying up to 30-50 pounds.
- Ability to work and live outdoors in a variety of weather conditions.

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.

Work Environment:

Crew Leaders spend most of their time outdoors, working with and leading a small team while also interacting with project sponsors, community members, and VYCC staff. A majority of our Crew Leader positions require living in a tent in a camp setting.

***Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. All of the listed functions are important and are in no particular order. This is not an exhaustive list of all responsibilities, duties, and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

REVIEW

Employee:

I have read and understand the responsibilities of my position as described in the preceding job description.

Leader Printed Name

Signature

Date

APPROVAL

Direct Supervisor:

Name

Signature

Date