



Member Name: _____

**Vermont Youth Conservation Corps
AmeriCorps Opportunity Youth Service Initiative OYSI Position Description**

Administrative Requirements

Contact: Patrick Pfeifer, Conservation Program Director
Hapy Mayer, Chief Financial and Operations Officer
Caitlin Perrier, Program Services Administrator

Effective Date: January, 2018

Position Title: AmeriCorps Member

VYCC Purpose: To teach individuals to take personal responsibility for their actions while completing meaningful conservation projects throughout Vermont. VYCC uses a conservation corps model, hands on experience, and a strong emphasis on a highly developed educational curriculum while serving, living and participating in Vermont communities.

Reports To: VYCC Crew Leader

Selection Process: VYCC service application, interview, and screening including background checks

Formal Training: None required

Previous Experience: None required

Service Site Location: Sites throughout Vermont. Travel to other locations may be required for specific crews.

Term of Service: Terms of service dependent on an "at-will" offer letter



- Schedule: Residential; individualized based on project needs
- Project Hours per Week: 40, except for planned non-service weeks
- Lunch Break: Daily from 12:00pm to 12:30pm (does not count toward AmeriCorps hours)
- Post-Offer Requirements: Applicant must complete a criminal background check
- Travel: Extensive travel may be required

Tasks and Responsibilities

- Complete meaningful conservation projects including:
 - Trail construction and maintenance including drainages, rock staircases, retaining walls, and step stones
 - Watershed restoration
 - Carpentry including bridges, kiosks, and staircases
 - Invasive species removal
- Participate in the WoRD program (writing, reading, and discussion), educational component meant to generate group discussion and individual reflection
- Participate in orientation, pre-season training, and scheduled trainings throughout term of service

Tools and Equipment

- Hand tools including: rock bars, shovels, pick mattocks, and cutter mattocks
- Grip hoists and high lines following a grip hoist and highline training
- Carpentry tools including power tools and circular saws following carpentry tool training
- Vehicles for traveling to and from worksites and resupply locations

Safety

- Bring all safety gear to the worksite
- Have a safety plan in mind for each activity
- Use tools, equipment, and vehicles properly



- Maintain a drug-free workplace. The possession, use, or suspicion of use of illegal drugs, alcohol, or tobacco while fulfilling VYCC responsibilities, involved in any VYCC activity, or on any VYCC site will be cause for immediate dismissal.

General Policies and Professional Conduct

- Uphold the VYCC mission
- Uphold high professional standards at all times
- Help build a healthy community
- Use sound judgment to navigate difficult situations and decisions
- Maintain and uphold VYCC work project standards
- Represent the VYCC and partnering agencies in a positive and professional manner
- Maintain punctuality
- Bring all safety gear
- Use tools and equipment properly
- Maintain a professional appearance
- Use appropriate language
- Keep a positive attitude
- Follow Crew Leader's directions
- Participate in all activities
- Avoid exclusive relationships
- Follow crew-specific policies
- Work hard and to full potential
- Be a consistent member of the team
- Alert the VYCC Headquarters of any major concerns or problems relating to safety, training, education, or other matters of importance
- Display appropriate actions and behaviors when in uniform. Members must wear their uniform and AmeriCorps identity every day
- Follow and uphold all VYCC policies and procedures

Immediate Dismissal Policies

- Possession, Use, Suspicion of Use, or being in the presence of tobacco, alcohol, or drugs
- Physical intimacy
- Violence and/or the threat of violence



- Stealing
- Participating in or instigating sexual, racial, or other harassment or disrespectful behavior or actions

Prohibited Activities

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

- Attempting to influence legislation;
- Organizing or engaging in protests, petitions, boycotts, or strikes;
- Assisting, promoting, or deterring union organizing;
- Impairing existing contracts for services or collective bargaining agreements;
- Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- Providing a direct benefit to— a. a business organized for profit; b. a labor union; c. a partisan political organization; d. a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and e. an organization engaged in the religious activities described in paragraph C. 7. above, unless CNCS assistance is not used to support those religious activities;
- Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- Providing abortion services or referrals for receipt of such services; and



- Such other activities as CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds.

Physical Requirements

- Ability to bend at the knees, occasionally lift and exert up to 75 pounds of force, and/or up to 30-50 pounds of force frequently to move objects in the field with hand held tools.
- 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 repetitive tasks that require the use of your hands, wrists and whole body.
- Ability to walk and stand for long periods when in the field while occasionally carrying up to 30-50 pounds.
- Ability to work and live outdoors in a variety of weather conditions.

Member:

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

Member Signature

Date