



Vermont Youth Conservation Corps | 1949 East Main St. Richmond, VT 05477 | 802-434-3969 | Info@VYCC.org | VYCC.org

## SEASONAL ADMINISTRATOR

Date Posted: February 26, 2020

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**Department:** Administration

**Reports To:** Administration Manager

**Position Status:** Part time, seasonal

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

**Exemption Status/Reason:** Non-Exempt

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### Job Summary

The Seasonal Administrator (SA) is essential in helping to strengthen the administrative support to both our Farm and Conservation programs during our busy summer season. This position is essential in helping to launch our season and to create a positive experience for our youth and young adult crews! This role is ideal for someone who is detail oriented, committed to accuracy, and enjoys keeping things organized. The SA works across multiple teams at VYCC and directly with our Corps Members. If you appreciate behind the scenes work and enjoy organizational projects this job is for you!

### Essential Functions

- Assist with participant hiring document intake, scanning, printing and dissemination to teams
- Give aid in data entry and tracking of participant paperwork
- Greet barn visitors during our busy summer season and offer assistance as needed
- Review and double check accuracy of team data entry, including AmeriCorps member hour tracking, timesheet tracking, worker's compensation and payroll
- Assist the admin and program services teams in the registration of participants
- Help with basic office tasks including, daily mail distribution, ordering supplies, other organizational tasks as needed

## **Required Qualifications, Knowledge, Skills and Abilities**

- Highly detailed and organized individual who has an ability to focus in a busy and fast paced environment
- MS/Excel proficient and experience with FileMaker a plus
- This position will be required to work on a seasonal basis between April and August and will need to be present at our seasonal member orientations held sometimes on weekends
- This position requires flexibility; ability to shift gears and tasks quickly under pressure
- This position requires the ability to work both autonomously and within a team

## **About VYCC's Culture, Workplace, and Compensation & Benefits**

### **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 15-26) 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](http://VYCC.org).

### **Excellence and Equal Opportunity at VYCC**

VYCC has a deep commitment to excellence. We believe we are strongest when our team includes members with a broad range of life experiences. We strive to achieve this at all levels of our organization, and actively encourage and recruit, develop, and retain the most talented people from a diverse applicant pool. VYCC is proud to be an equal opportunity employer.

### **Our Workplace**

The Seasonal Administrator will be 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 & Benefits:**

- \$12.50-\$15.00/Hour
- Seasonal sick time
- 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

## **How to Apply**

Please complete our VYCC General Application (<http://bit.ly/VYCCapp>), to which you'll upload a cover letter, resume, and contact information for three professional references. For more information contact the Administration Manager Laura DeMaria via email, [laura.demaria@vycc.org](mailto:laura.demaria@vycc.org) No calls, please.

Updated 2.26.20