



## PROGRAM LOGISTICS COORDINATOR

Date Posted: February, 2021

---

**Department:** Program Services

**Reports To:** Conservation Build Projects  
Manager

**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 our next full-time Program Logistics Coordinator (PLC) to join our team. This position is the make-things-happen person, assisting program staff with critical operations and logistics. The PLC will be our head vehicle fleet and facilities coordinator, manage our tools and equipment inventory, and manage a variety of logistical aspects of VYCC programs.

A successful candidate must have prior experience working and communicating well within a team; experience with safe use and maintenance of a wide range of hand tools; and general facility and vehicle management experience. They should be familiar with risk management and budgeting and be comfortable with administrative tasks. On-campus lodging is possible.

### Essential Functions:

#### *Fleet Management:*

- Manage vehicle and trailer fleet for VYCC, including repairs, maintenance, insurance, planning, rentals, licensing and registration, safety inspections, purchases, and sales
- Develop and manage transportation budgets
- Manage campus parking lots and vehicle storage facilities
- Conduct training and driving tests for participants and VYCC staff
- Light on-site vehicle repair

#### *Tool and Equipment Management:*

- Manage and develop, in conjunction with Conservation staff, logistics and budgets related to tools and equipment
- Manage tool and equipment inventory, including purchasing, maintenance, distribution, and tracking
- Manage, update, and organize the Workshop maximizing storage, efficiency, and tidiness
- Train staff in the proper use and maintenance of tools/equipment
- Lead oversight of safety protocol development and training in the use of all tools, machinery, and equipment, including training and certifications for the use of such equipment

#### *Facilities Management:*

- Ensure maintenance, quality, security, and function of facilities on VYCC campus
- Assist with oversight of annual maintenance contracts, and work with contractors to ensure upkeep of facility and code compliance
- Support facility needs related to event prep, management, and post-event clean-up
- Develop and manage facility budget
- Participate in campus and renovations planning process

#### *Program Support*

- Develop and manage budgets, purchasing, distribution, and inventory for program Communications (cell phones, pagers, tablets), Uniforms, Appreciations, and First Aid.
- Perform other Program Support tasks as needed, which may include help with training, maintenance of other equipment, crew and project support, and delivery of supplies into field
- Assist with Farm equipment and buildings maintenance and repair
- Assume oversight of safety training in the use of all tools, machinery, and equipment, including training and certifications for the use of such equipment
- Act as documentation manager for our incident response team, documenting any vehicle, equipment, or facilities related accidents which result in serious damage or injury
- Participate in program events
- Participate in Crew Leader Training and Crew Member Orientations

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

- Commitment to the Vermont Youth Conservation Corps mission
- General knowledge and experience with vehicle purchase, repair, and maintenance
- General knowledge of tool maintenance, upkeep, budgeting, and distribution
- Appreciation of safety and basic risk management
- Light carpentry skills
- Outstanding time management, organizational skills, and attention to detail
- Strong interpersonal, written, and verbal communication skills
- Valid driver's license and satisfactory driving record
- Ability to operate VYCC fleet including a variety of vehicles

- Ability to operate certain types of equipment applicable to work projects
- Use of personal cell phone with VYCC reimbursement
- Ability to spend long days in the field and to work evenings and weekends when required
- Ability to travel throughout Vermont and, on rare occasions, out of state

## **About VYCC's Culture, Workplace, and Compensation:**

### **About The Vermont Youth Conservation Corps (VYCC)**

The VYCC is a 501c3 nonprofit focused on engaging young people in service, work, conservation, and agriculture. Since 1985, VYCC staff have provided valuable work and learning opportunities to youth and young adults from across the country and from nearly every town in Vermont. Our model is strong and simple: young people, working together, guided by highly trained leaders, completing priority projects in conservation and agriculture.

### **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 Conservation Operations Coordinator 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. During the COVID19 Pandemic, most of our team is working remotely when possible. This position will require a large amount of time physically on our premises in adherence to our safe working protocols, with flexibility to work remotely when appropriate.

### **Compensation & Benefits:**

- Salary, \$35,500-\$38,000/year, Exempt from overtime.
- Medical and dental insurance
- SIMPLE IRA Retirement Plan
- Annual paid time off and sick leave

- Annual organic farm stand credit
- 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:

Apply through our online staff application:

<https://www.vycc.org/apply/staffapplication/>

If you have any questions, email Build Project Manager Stephen Cohen at [Stephen.cohen@vycc.org](mailto:Stephen.cohen@vycc.org)

Updated 2/5/21