



ROCKY MOUNTAIN YOUTH CORPS Position Description – 2012

POSITION: Crew Leader

CREW: Garfield County Trail/Saw Crew

SESSION DATES: All crew leaders are required to participate in **paid training** starting on May 14th, 2012 and must commit to serve for RMYC through September 14th, 2012.

Mandatory Crew Leader Training starting May 14th through the start of the crew member training and the project season. Training will occur at RMYC's headquarters in Steamboat Springs starting on May 14th and then will transition to field training. Crew Leaders will camp at RMYC's property for training and during the field-based training sessions.

COMPENSATION: \$460 - \$520 per week depending upon experience, minus \$25 weekly meal deduction

PLUS: Food, lodging, transportation, recreational and educational opportunities

****Crew Leaders are not eligible to receive an AmeriCorps Education Award due to the supervisory nature of the crew leader position.**

The Crew Leader will be responsible for a crew of six 18-22 year olds from Garfield County. Crews will meet on Mondays at the White River National Forest Rifle Ranger District office and will then drive in an RMYC van to the designated project site for the week. The crew will normally follow a work schedule of four 10 hour days in a row. The crew will normally camp together at or near the project site from Monday-Wednesday night and after work on Thursday will return to the Rifle Ranger District office. The project schedule and camping schedule are subject to change. Weekend work may be required 1 or two weekends of the season. After all work and clean up has been finished, the crew will typically be off-session and will leave to return home on Thursdays after work. The crew members will be essentially off most Fridays through Sundays. The Crew Leader will have to complete work related to logistics typically between the crew's departure on Thursday afternoons and the start of the next crew week on Monday mornings. This work between crew sessions will include a range of logistics such as crew food and equipment needs as well as conducting check-in calls with RMYC's Field Manager or other designated field support staff. Leaders will have access to the Rifle Ranger District bunkhouse for housing throughout the season between crew sessions at no cost to the Crew Leader.

Crew work will be a mix of chainsaw projects and trail projects. The Crew Leader and Crew Member training will include: First Aid/CPR certification, S-212 chainsaw course, trail maintenance and proper hand tool use.

CREW LEADER - DUTIES AND RESPONSIBILITIES:

- Provide leadership and supervision to a crew of a minimum of 6 crew members (18-22 years old) under the supervision of the program director and additional supporting staff members.
- Support the physical and emotional well being of the crew members and Assistant Crew Leader.
- Participate in pre-session preparation and post-session clean-up and debriefing including weekends between crew project weeks as needed.
- Complete daily and weekly documentation of crew activities.
- Oversee base camp operations including camp set-up, vehicle maintenance, camp hygiene, and all other elements involved with adherence to RMYC policy.
- Coordinate projects with RMYC staff and project sponsors.
- Report regularly to the Field Manager.
- Meet with visiting staff and complete crew visit checklist.

- Plan, organize and facilitate supplemental training and education activities.
- Perform duties expected of any corps member including trail work, meal preparation, cleanup/setup, and other day-to-day duties.
- Plan and coordinate approval of crew recreational activities and travel with Field Manager.
- Conduct routine vehicle/driver, camp and project safety audits to uphold the RMYC risk management program.
- Manage petty cash, gas cards and food budget.
- Transport crew safely in RMYC's 12-passenger vans or other vehicles.
- Participate in RMYC Crew Leader training workshops, field training and mid-session training.
- Adhere to and enforce rules and regulations as specified in the *RMYC Employee Guidelines Handbook*.

MINIMUM QUALIFICATIONS/SKILLS:

Crew leaders should lead physically active lives prior to the start of the pre-season training crew leader training. Crew leaders should be accustomed to physical labor and/or cardiovascular activity for sustained periods of time. A positive attitude, a flexible mindset, and a desire to guide others in living and working outdoors in a group setting are key attributes. All conservation corps crew leaders must pass a national criminal history background check. Crew leaders must have significant experience in many areas related to the program including:

- Leadership experience with young adults ages 16-25.
- Ability to camp and work in a variety of weather conditions.
- Physical ability to work outside for 10 hours a day swinging a hand tool or using a chainsaw.
- Previous conservation experience or Youth Corps experience preferred.
- Familiarity with basic conservation skills, including tool maintenance. Professional conservation, construction or landscaping experience preferred, but not required. Training in trail construction, camping, cooking and other technical skills will be provided as necessary.
- Knowledge of Corps model; ability to implement RMYC policies and procedures.
- Proficiency in low-impact camping techniques
- Strong organizational skills, ability to work independently but also collectively, self-motivated, confident, flexible, and open-minded.
- Ability to clearly and effectively communicate in a written and oral manner.
- Appropriate risk management skills.
- Wilderness First Aid (WFA) and CPR certification is required. More advanced certifications preferred.
- Good driving record (Crew leaders must provide driving reports from DMV).
- High School diploma or GED required. Relevant Bachelor's Degree preferred.
- Must be at least 21 years old (RMYC driving insurance policy).
- Residency in Garfield County preferred but not required.