



2016 Summer of Service

Trail Day & Overnight Crew Leader Position Description

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| Position Title: | Crew Leader |
| Position Type: | Field-based, seasonal, full-time, exempt, 14 week program commitment. |
| Location: | The Crew Leader will meet their crew at 417 E. Vermijo Ave. COS 80903 and travel to work sites as a team in MHYC-SFR vehicles. |
| Compensation: | \$450 - \$540/week, based on experience and qualifications. |
| Position Dates: | Position Dates: May 5 – August 12 *Orientation and Training: May 5 – 27 *11 week production season starts May 31 and runs through August 12 *Overnight trips up to 10 days at a time throughout the season. |
| Reports To: | Project Coordinator: Land Conservation |

Overview:

Mile High Youth Corps is a regional, non-profit, AmeriCorps (www.americorps.gov) affiliated organization that engages youth in jobs that help the planet and provide pathways to a promising future. Corpsmembers work on conservation and environmental stewardship projects throughout the Southern Front Range region while engaging in meaningful education activities.

Position Description:

Mile High Youth Corps Crew Leader positions require individuals who are skilled problem-solvers, experienced leaders and positive role models. A crew is comprised of ten Corpsmembers (18-24 years old) all working together to complete work projects on public lands and in communities. Crew Leaders manage a demanding work schedule and are responsible for creating a meaningful experience for Corpsmembers. Crew Leaders are responsible for ensuring the facilitation of environmental education, healthy lifestyles, career readiness, leadership development, civic engagement and independent living training for their crew. Crew Leaders must possess a strong work ethic, promote high quality work performance in their crew and have a desire to devote themselves to field-based youth development for an entire summer. The position requires both supervisory and technical aptitude, in addition to a high level of comfort in the outdoors.

Crew Leader Duties and Responsibilities:

Supervision and Management

- ◆ Provides daily supervision of the members of his/her crew, including assigning, leading and instructing work and camp tasks and training Corpsmembers in the development of job skills.
- ◆ Monitors, manages, and promote crew's physical and emotional safety on and off the work site.
- ◆ Teaches Corpsmembers a variety of work skills in conjunction with technical assistance providers.
- ◆ Maintains and promotes positive group morale.
- ◆ Enforces the code of conduct, discipline policies and program procedures outlined in the employee handbooks at all times.
- ◆ Provides consistent, ongoing informal feedback, as well as performs a minimum of one formal evaluation per Corpsmember each season.
- ◆ Acts as a positive role model to all Corpsmembers and promotes a positive corps culture.

Work Project Implementation

- ◆ Assists MHYC staff with the set-up of work projects including the estimation of time and materials needed for work projects.
- ◆ Proactively assesses, identifies and mitigates safety related hazards on the job site.
- ◆ Trains Corpsmembers in and maintains a safe work environment.
- ◆ Oversees and implements a variety of conservation, service learning and community service projects for his/her team.
- ◆ Distributes work among Corpsmembers and maintains even work flow.
- ◆ Serves as a liaison and on-site contact with project sponsors.
- ◆ Ensures timely, accurate and quality completion of work projects.

Corpsmember Development and Education

- ◆ Promotes individual learning, leadership and personal growth among Corpsmembers.
- ◆ Plans and facilitates field trips, community meetings and team-building activities at work site.
- ◆ Ensures consistent leadership development and service learning opportunities are integrated into trainings.
- ◆ Implements and monitors Corpsmember's participation and progress in life skills and career readiness training programs at work site.
- ◆ Provides consistent feedback and support to AmeriCorps Leadership and Conservation Corpsmembers (ACLs) on their leadership roles.
- ◆ Collaborates with Corpsmember Mentors in developing and implementing educational components for projects.

Administrative Duties

- ◆ Supports Corpsmember's post-program placement.
- ◆ Monitors, documents, and evaluates the participant progress in the program using individual written evaluations, case notes and 1:1 meetings.
- ◆ Maintains thorough and complete records on each Corpsmember throughout the length of the program, including timesheets, rosters and daily accountability forms.
- ◆ Maintains complete and accurate records for each project.
- ◆ Assists other staff with the reporting required for funders and board members.
- ◆ Ensures project photographs and required data are collected for projects.
- ◆ Ensures timely completion of Corpsmember awards, incentives and recognitions.
- ◆ Other duties as assigned.

General Qualifications:

- ◆ High School diploma or GED required. At least two years of college or vocational training is preferred. Significant professional experience may be substituted for post-secondary education.
- ◆ At least one year experience of working with a diverse population of youth and staff in a team atmosphere is preferred.
- ◆ Previous experience in conservation, construction or landscaping and working with Youth Corps is highly preferred.
- ◆ Must complete Wilderness First Aid or Wilderness First Responder training course prior to start date. MHYC will cover \$80 of training cost.
- ◆ Communication Skills: ability to motivate and discipline others, organize and direct a crew of young people on work projects, communicate effectively with a diverse group of young people, co-workers and supervisors and explain and demonstrate safe work practices.
- ◆ Must have ability to complete tasks in a detailed and timely manner, work independently, keep accurate records, prepare reports and perform case management and evaluations.
- ◆ Must be able to lift 75 lbs., spend 8-10 hours a day in the sun, hike 5 miles with a day-pack and operate hand and power tools.
- ◆ Must have valid driver's license with insurable driving record and ability to drive a 12-passenger van to and from work sites.
- ◆ Pre-employment background check will be required. May be subject to FBI Background Check, which includes fingerprinting.
- ◆ Pre-employment drug screen required. Drug testing may be required during employment.
- ◆ Must be able to legally work in the United States, which will be verified via the federal E-Verify program.

To Apply:

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| <p>Email: Send resume and cover letter to Aimee Liotino at resumes.sfr@mhyc.net (include position title in subject line)</p> |
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Mile High Youth Corps Land Conservation Programs are Tobacco Free

Mile High Youth Corps is an Equal Opportunity Employer