



**ROCKY MOUNTAIN YOUTH CORPS**  
**Assistant Crew Supervisor (Summer 2017)**  
**Middle Rio Grande Region**  
**POSITION DESCRIPTION**

Rocky Mountain Youth Corps (RMYC) is a nonprofit youth development organization serving New Mexico. We inspire young adults to make a positive difference in themselves and their communities. Through training and service, Corpsmembers discover their potential for healthy, productive lives.

**POSITION PURPOSE:**

Assistant Crew Supervisors (ACs) play a pivotal role in building successful crews and meaningful programming. They are leaders, facilitators, and communicators, tasked with inspiring fellow corpsmembers to achieve personal and professional growth. As both a member of the crew and a part of the leadership team the ACS occupies a unique and demanding position. For the right individual, this position is a pathway towards full leadership positions and further opportunities in conservation.

**POSITION TYPE:**

Crew	Dates	Schedule	Eligible Age	Stipend	AmeriCorps Term	Education Award
<b>Middle Rio Grande Day:</b> Trail Maintenance, Erosion control, Habitat Restoration, Recreation Facility Improvement. Meet at Valle De Oro NWR, travel to project sites from VDO.	May 22- August 11, 2017	40 hours of project work per week, excluding lunch. Start/end times may vary depending on crew and location; typical schedule is 7:00-3:30PM, Monday-Friday.	16-25	\$840 every 2 weeks	300 hours	\$1,230.69
<b>Salinas Day Crew:</b> Historic preservation. Meet crew at Salinas Pueblo Missions National Monument in the morning	May 22- August 11 <sup>th</sup> , 2017	28-35 hours per week per week, excluding lunch. Start/end times may vary depending typical schedule is 7:30-30PM, Monday-Friday.	16-25	\$672 every 2 weeks	300 hours	This is not an AmeriCorps position

**REPORTS TO:** Crew Supervisor

**LOCATION:** Albuquerque, Salinas Pueblo Missions National Monument

**MAJOR RESPONSIBILITIES:**

*Crew Leadership*

- In partnership with Crew Supervisor, assist in the creation of a highly collaborative leadership structure with shared responsibilities and input.
- Help facilitate scheduled educational trainings throughout the season, while also assisting in impromptu “teachable moments” in the field.
- Model appropriate professional behavior, environmental stewardship, and work ethic for corpsmembers; be an example that inspires the crew.
- Maintain a strong commitment to creating a culture of safety within the crew.

*Project Management*

- Serve with Crew Supervisor, Program Coordinator, project sponsors and organizational partners to accomplish projects in an efficient and timely manner.
- Supervise the crew (or a portion of the crew) for project efficiency or as the need arises.
- Track daily tool issue, ensuring that tools are well-maintained, organized, and accounted for throughout project work.
- Assist in daily preparation of supplies and equipment: first aid kits, vehicle inspection, personal protective equipment.

**OTHER RESPONSIBILITIES:**

- Assist in the facilitation of crew meetings on a regular basis.
- Assist in reporting requirements and project impact paperwork.
- Create a leadership development plan to further personal growth and leadership competencies.

## **MINIMUM QUALIFICATIONS REQUIRED:**

### **Knowledge**

- Knowledge of tool use and safety.
- Knowledge of issues facing the local community.

### **Experience**

- Experience with, or an interest in, environmental or conservation related projects.
- Community volunteer experience or a history of service-based learning.
- Previous leadership experience and a desire to build further leadership skills.

### **Skills**

- Ability to perform strenuous physical tasks under adverse weather conditions
- Proficient driving 12-passenger vehicles.
- Good public speaking skills to address crews and conduct training sessions.
- Strong organizational and communication skills, and the ability to be punctual and reliable.

### **Behavioral Competencies**

- Open to constructive feedback.
- Flexibility and adaptability.
- Strong capacity as a team player.
- Maturity level that allows for supervision and motivation of peers.
- Ability to take initiative and follow through with project goals.

## **PREFERRED EXPERIENCE / EDUCATION / CERTIFICATION:**

- Previous experience with Rocky Mountain Youth Corps or other youth development/conservation organization.
- Leadership experience with peers, preferably in a mentoring or instructional capacity.
- Experience with an instructional model of positive youth development and/or experiential education.
- Wilderness medicine certification (WFA, WFR).
- Familiarity with techniques and concepts of safety and risk management.
- Consistent positive mental attitude.

## **TRAVEL REQUIREMENTS:**

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours.

## **ESSENTIAL FUNCTIONS**

- Work outdoors in all weather conditions
- Regularly hike on uneven terrain while carrying tools, gear, or other equipment
- Frequently required to walk, sit, talk, or listen
- Reach with hands and arms and lift or move up to 50 pounds
- Perform twisting and swinging motions

## **TO APPLY:**

Online: [www.youthcorps.org/apply](http://www.youthcorps.org/apply)

In person:

Rocky Mountain Youth Corps  
7851 2<sup>nd</sup> St SW, Albuquerque, NM

Fax: (575) 751-1136

Phone: (505)263-7585

Mail: 7851 2<sup>nd</sup> St SW, Albuquerque, NM



***Rocky Mountain Youth Corps is an equal opportunity employer and does not discriminate against any individuals on the basis of race, color, gender, age, national origin, marital status, sexual orientation or disability.  
RMYC is a drug free workplace. All RMYC positions dependent upon funding availability.***