



ROCKY MOUNTAIN YOUTH CORPS
Summer Crew Supervisor (day crews – various locations)
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:

Crew Supervisors oversee the day-to-day operations of crews of youth and young adults, and are integral to the fulfillment of RMYC's mission. The Summer Crew Supervisor will manage a diverse crew of participants between the ages of 16 to 25 in the safe and efficient completion of conservation projects in the outdoors, while providing structured opportunities for personal and professional development throughout this season. Often working under minimal staff supervision, Crew Supervisors exercise discretion and independent judgment on matters relating to the safety, well-being, and performance of crew members in the field.

POSITION TYPE: Seasonal, full time, exempt

SCHEDULE: Monday to Friday, 40 hours per week (excluding lunch), with occasional additional time as needed. Weekly schedules may vary based on project location and crew.

SALARY: \$1040.00 per two-week pay period (\$13/hour equivalent)

REPORTS TO: Middle Rio Grande Program Coordinator or Upper Rio Grande Program Coordinator (depending on location)

DATES: May 22, 2017 through August 14, 2017.

LOCATION: **Abiquiu, Albuquerque, Bandelier National Monument, Mora, Questa, and Taos, New Mexico.**

Note: Except for crews based out of Albuquerque, Supervisor Orientation (5/22/17 – 6/2/17) and Corpsmember Orientation (6/5/17 – 6/19/17) will take place in Taos. Orientation for Albuquerque crews will be at Valle de Oro National Wildlife Refuge, 7851 2nd St SW.

MAJOR RESPONSIBILITIES:

Essential Function: Crew Operations

- Directly supervise a crew of 6 to 9 AmeriCorps members in the completion of projects such as trail construction/maintenance, habitat/wetland restoration, erosion control, invasive species removal, restoration/repair of historic structures, and additional projects as assigned, meeting high standards of safety, quality and efficiency.
- Provide on-the-job training and coaching to members to develop necessary project-related skills.

Essential Function: Risk Management

- Manage crew's physical/emotional well-being and promote a culture of safety in all aspects of crew life.
- Safely transport crew to/from project sites in an RMYC vehicle.
- Respond to safety concerns with appropriate and timely decisions and action, keeping RMYC staff informed.

Essential Function: Corpsmember Development

- Maintain a healthy group dynamic by promoting inclusivity, communication, and conflict resolution.
- Facilitate both formal and informal job, college readiness, and life skills trainings on an ongoing basis.
- Serve as professional role model, upholding RMYC policies and holding members accountable for actions.

Essential Function: Administrative Duties

- Prepare detailed, accurate weekly reports (time sheets, project data, training log, incident reports, job hazard analysis, etc.).
- Inform RMYC staff and agency partners of important crew developments during formal and informal meetings/debriefs.
- Purchase crew-related supplies (such as gasoline) as needed, and properly document receipts/mileage.

MINIMUM QUALIFICATIONS:

- 21 years of age; valid, insurable driver’s license (without major citations).
- Experience working with youth ages 16 - 25, preferably in a leadership, mentoring or instructional capacity.
- Ability to analyze projects with RMYC staff, determine capability of crew to accomplish work assignments and best work methods, appropriate tools, safety methods, and materials.
- Experience with building a positive group dynamic; confidence in working with diverse and challenging populations.
- Excellent public speaking skills to conduct training sessions and facilitate group discussions.
- Good attention to detail and ability to write accurate, thorough correspondence and reports.

PREFERRED QUALIFICATIONS:

- Wilderness First Aid (WFA) or higher medical certification.
- Two or more seasons of experience with outdoor conservation projects.
- Two or four-year degree in natural resources, outdoor education, teaching, or related field.
- Experience with applying Leave No Trace principles.
- Proficient driving 12-passenger vehicles.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

In performing the essential functions of this position, the Summer Crew Supervisor will be required to:

- Lift or move up to 50 pounds occasionally, up to 20 pounds frequently, and/or up to 10 pounds constantly.
- Frequently traverse uneven terrain; balance, stoop, kneel, reach, push, pull, and/or grasp.
- Have visual acuity to operate motor vehicles and to determine the accuracy, neatness, and thoroughness of work assigned.
- Receive detailed information through oral communication; convey important spoken instructions accurately and effectively.
- Work outdoors, subject to outside environmental conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TO APPLY: Submit a cover letter and resume according to the locations below:

Abiquiu, Bandelier, Mora, Questa, Taos

Adam Splittek
Program Manager
Upper Rio Grande Region
adam@youthcorps.org

Albuquerque

Jordan Stone
Program Manager
Middle Rio Grande Region
jordan@youthcorps.org

E-mail subject line should read “Summer 2017 Crew Supervisor”

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 preference or disability.

RMYC is a drug free workplace. All RMYC positions dependent upon funding availability.