



**ROCKY MOUNTAIN YOUTH CORPS**  
**Spring 2018 Crew Supervisor, Position Description**  
**Upper Rio Grande Office (Taos)**

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 18 and 25 in the safe and efficient completion of conservation or outreach projects in the outdoors, while providing structured opportunities for personal and professional development throughout the 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:** "Spike" crew - 8-day on/6-day off schedule; 80 hours of project work per spike; camp with crew on site.

**SALARY:** \$960.00 - \$1080.00 per two-week pay period, plus stipend (starting at \$40/night) for overnight stays in the field while supervising crews.

**REPORTS TO:** Upper Rio Grande Program Coordinator

**DATES:** March 27, 2018 through August 13, 2017

**LOCATION:** Taos, NM (Project locations throughout the region)

**MAJOR RESPONSIBILITIES:**

*Essential Function: Crew Operations*

- Directly supervise a crew of 7-8 members in the completion of projects such as trail construction/maintenance, forest thinning/fuels reduction, 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.
- Lead crew during disaster relief work lasting up to 30 days (if deployed).

*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: Crew Management/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.
- Oversee a highly structured, participatory camp environment during spike projects.

*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 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.
- Wilderness First Aid (WFA) or higher medical certification.

### **PREFERRED QUALIFICATIONS:**

- Wilderness First Responder (WFR) or higher medical certification.
- S-212 or equivalent chainsaw certification and related experience.
- Two or more seasons of experience with outdoor conservation projects. Experience with applying Leave No Trace principles.
- Two or four-year degree in natural resources, outdoor education, teaching, or related field.
- Proficient driving in 4WD conditions and maneuvering with trailers.

### **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 to (*E-mail subject line should read "Spring 2018 Crew Supervisor"*):

Adam Splitek

Program Manager

Upper Rio Grande Region

[adam@youthcorps.org](mailto:adam@youthcorps.org)

***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 are dependent upon funding availability.***