



Conservation Corp North Bay's mission is to develop youth and conserve natural resources for a strong, sustainable community.

We achieve our mission by:

- *Providing a diverse group of youth and young adults with opportunities to transform their lives through education, employability, civic engagement, and leadership.*
- *Caring for our environment by conserving and restoring natural resources, and by improving recreational areas.*
- *Creating the environmental leaders of the future by teaching environmental ethics and behaviors to children, teens and adults.*
- *Making communities safer by reducing fire and flood hazards and by responding to public emergencies and disasters.*

## **JOB DESCRIPTION**

<b>Title:</b>	<b>Natural Resources Crew (NRC) Specialist-Seasonal</b>
<b>Department:</b>	Natural Resources
<b>Reports To:</b>	NRC Coordinator
<b>Location:</b>	San Rafael, CA or Cotati, CA
<b>FLSA Status:</b>	Seasonal, Hourly, Non-Exempt from Wage and Hour Laws
<b>Directly Supervises:</b>	1-10 Natural Resources Crew Corpsmembers
<b>Role with Agency:</b>	Supervisory
<b>Term:</b>	<b>June 12 – September 29, 2017</b>

## **SUMMARY**

Under the direction of the NRC Supervisor and the NRC Coordinator, this position is responsible for supervising and completing natural resource projects such as habitat restoration, fire fuel reduction, creek maintenance and restoration, and trail building. The NRC Specialist is responsible for Corpsmember supervision and must be able to supervise a crew of up to 1 to 10 Corpsmembers in the absence of the Supervisor or Coordinator. Additionally, they are responsible for the safety and behavior of the crew. This position requires leadership skills and the ability to help create an environment conducive to productivity, as well as personal and professional growth.

The NRC Specialist will make significant contributions to providing a positive work environment that values diversity and fosters a commitment to teamwork and learning, and will help Corpsmembers to achieve their work readiness and skill development goals.

**Essential Duties and Responsibilities:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirement listed below are representative of the knowledge, skill, and/or ability

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

**Corpsmember Supervision:**

- Work with the NRC Supervisor and NRC Coordinator in supervising a crew of 1 - 10 Corpsmembers in the completion of projects
- Supervise Corpsmembers and projects in the absence of the NRC Supervisor or Coordinator
- Facilitate personal and professional development
- Support educational goals
- Provide training; including tool use, teamwork, leadership skills, work place communication
- Develop proper work habits
- Report inappropriate behavior and personnel issues
- Ensure that all safety procedures are followed

**Project Management:**

- Conduct and complete projects in a safe manner
- Provide project specific training
- Ensure that all equipment is properly cared for
- Provide support for projects through operation of dump truck, wood chipper, Bobcat, or other machinery

Other duties may be assigned.

**REQUIRED QUALIFICATIONS**

- High School Diploma or GED and two years of comparable work experience
- Knowledge of hand and power tools
- Knowledge of conservation practices
- Ability to do strenuous work in adverse weather conditions
- Proficiency in MS Office
- Desire to work in a fast paced and diverse environment
- Strong oral, written and interpersonal skills
- Strong time management skills
- Demonstrated ability to be reliable and punctual
- Standard First Aid and CPR certification within 2 weeks of hire
- Clean DMV record (one point or less)

**PREFERRED QUALIFICATIONS**

- Experience in the safe operation of trucks and trailers
- Experience supervising or leading young adults from diverse backgrounds and educational levels
- Experience with a job training program, or knowledge of Conservation Corps
- Experience serving and volunteering in the community

**PHYSICAL DEMANDS**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The NRC Specialist works outdoors around equipment and machinery, walking on uneven ground and steep hillsides, with exposure to excessive noise, fumes and extremes in temperature. They may be expected to lift and move objects weighing up to 75 lbs., and carry objects at least ½ mile. NRC Specialists frequently use special visual and auditory protective equipment. While performing the duties of this position, the NRC Specialist is required to walk and stand; sit and bend; squat and climb; kneel and twist; to talk or hear. The NRC Specialist uses hands to operate objects, tools, or controls; and reaches with hands and arms, and uses hands to perform simple and power grasping, and fine manipulation; to push and pull.

**COMPENSATION**

The NRC Specialist is a seasonal, hourly, non-exempt position. There are no benefits associated with this position. Hourly range for this position starts at \$15 per hour.

**TO APPLY**

Please submit your Cover Letter and Resume to [recruiter@ccnorthbay.org](mailto:recruiter@ccnorthbay.org). Please include 'NRC Specialist-Seasonal' in the subject line. You can also fax your resume and cover letter to (415) 454-4595 Attn: Recruiter.

**Conservation Corps North Bay is an Equal Opportunity Employer**