



NORTH CAROLINA YOUTH CONSERVATION CORPS FIELD ASSISTANT

Date Posted: December 22, 2017

Department: Conservation

Reports To: NCYCC Coordinator

Position Status: Full-time, Seasonal

Position Start: March, 2018

Exemption Status/Reason: Non-Exempt

Job Summary:

The Field Assistant position is a full-time ~6-month position with responsibilities that involve supervisory, field, and administrative tasks. The successful candidate must easily transition from field-based to office-based responsibilities and will focus on training and supporting five crews that currently comprise the Conservation Program of the Vermont Youth Conservation Corps working in North Carolina as the North Carolina Youth Conservation Corps. The Field Assistant is supervised jointly by staff at the Conservation Trust for North Carolina (CTNC) and staff at VYCC.

The Field Assistant will start out in Vermont working closely with VYCC Program Staff to gain a full understanding of the program mission, goals, and processes of the VYCC Conservation Program. This may include but is not limited to areas such as Field Staff hiring, training, and supervision, Corps Member recruitment, and work project management.

The Field Assistant will make preseason visits to North Carolina to assist with the development of work projects. After Crew Leader training the Field Assistant will transition to North Carolina to provide field supervision to the crews which will comprise the North Carolina Youth Conservation Corps. During the field season, the Field Assistant will train and support these crews, supervise Crew Leaders, respond to urgent situations, and manage complex logistics all the while inspiring Crew Leaders and Corps Members as a confident leader. The Field Assistant must possess exceptional communication and time management skills, the ability to effectively juggle competing priorities, follow through with multiple on-going responsibilities, and have a strong desire to take on an active role in a dynamic organization. Post-program, Field Assistant will play an active role in administrative duties including reporting and data management.

During the Field Season this position involves a great deal of travel and long hours, generally spending 4 days/week in field and 1 in office. The right candidate will have stamina, a passion for spending several days at a time in the field, and must be able to work evenings and weekends. Due to the dynamic nature of Conservation Corps work, all staff may be asked to take on additional responsibilities as they develop. The right candidate will be confident, have the ability to work independently as well as within a close team, and have a strong desire to manage a statewide conservation work and education program.

Essential Functions:

Recruitment and Hiring:

- Recruit, interview, and hire 10 Field Staff and 56 Corps Members
- Participate in Corps Member outreach events
- Assist with program and project outreach/marketing

Field Program Support:

- Assist with developing and implementing Field Staff trainings
- Provide on-the-ground project development support for work projects in North Carolina
- Coordinate with CTNC's NCYCC Director to work with federal, state, and local partners on project planning
- Provide technical and crew management support to crews
- Assist with developing educational programs and activities
- Evaluate health and safety of crew work sites
- Facilitate group dynamics and morale issues on crews
- Train, advise, and evaluate Field Staff
- Provide on-call support for crews in the field
- Evaluate, document, and report on program achievements
- Substitute temporarily for Crew Leaders when needed

Program Logistics:

- Assist with pre-season logistics such as: food, tool, gear, and equipment purchasing
- Assist with the management of logistics including: vehicle repairs, tools, and equipment
- Assist with program events such as weekend crew start-ups and closures
- Assist with end of season wrap up, inventory, equipment management, data entry, and program reporting

Required Qualifications, Knowledge, Skills and Abilities:

- Solid belief in the Vermont Youth Conservation Corps and Conservation Trust for North Carolina's missions
- Previous experience with trail construction and residential camping is required
- Experience in conservation work or similar education-based programs
- Exceptional time management, organizational skills, and attention to detail
- Excellent interpersonal skills and verbal communication skills
- Dedication to the field program, mission, and willingness to uphold and enforce all VYCC rules and policies
- Ability to manage complex logistics
- Excellent physical and emotional stamina

- Excellent written and oral communication skills
- Bachelors Degree preferably in Natural Resources, Environmental Studies, or equivalent subjects
- Valid driver's license and good driving record
- Reliable personal vehicle
- Wilderness First Aid and CPR or equivalent

About VYCC's Culture, Workplace, and Compensation:

About VYCC

Our mission is to teach young people personal responsibility through meaningful work that connects us to the land, community, and one another. Youth and young adults (ages 15-24) join VYCC for practical and hands-on work, personal growth, and deep connection to the natural world by working on farm and conservation crews across the state. Learn more at VYCC.org.

About NCYCC

The NCYCC is a comprehensive youth development program that uses the natural world as a platform for teaching environmental stewardship, job and life skills, leadership, community service, and personal responsibility. The NCYCC is a partnership between the Conservation Trust for North Carolina (CTNC) and the Vermont Youth Conservation Corps (VYCC). NCYCC participants contribute hundreds of hours of hard work to improve and expand access to protected natural areas, so that more North Carolina families can connect with the outdoors. For many participants, this is a life-transforming experience.

Our Commitment to Diversity

The VYCC is committed to creating a diverse environment and is proud to be an equal opportunity employer. Applications from diverse racial, ethnic, and cultural backgrounds, women and gender fluid individuals, veterans, and individuals with disabilities are encouraged. All eligible applicants or job-holders have an equal opportunity in all areas of VYCC employment.

Our Workplace

The Conservation Operations Coordinator will be based out of the Vermont Youth Conservation Corps Headquarters Office at the historic West Monitor Barn, in Richmond, VT, but will work during the summer out of the CTNC office in Raleigh, NC. Our office is a collegial, bustling, and fun open office atmosphere, which offers staff opportunities to interact and collaborate. Successful staff are able maintain focus and productivity, balance personal initiative and independence, and plug into our team in ways that help us do our best work as

an organization. Staff enjoy the perks of the Farm at VYCC and forest campus year-round, as well as the happenings of nearby downtown Richmond.

Staff Compensation:

- Salary, Exempt from overtime
- Medical and dental insurance
- Annual (CTO) and sick leave
- Mileage reimbursement or access to an organization vehicle for all work-related travel
- On-going professional development
- Member of a mission-driven, fun, results-oriented, and dedicated team of professionals
- Member of a dynamic organization with tremendous impact on Vermont's youth and environment

How to Apply

Please send a cover letter, resume, and contact information for three professional references to Patrick.Pfeifer@VYCC.org No calls, please.