



## NORTH CAROLINA YOUTH CONSERVATION CORPS PROGRAM COORDINATOR

Date Posted: December 22, 2017

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**Department:** Conservation

**Reports To:** Conservation Program  
Director

**Position Status:** Full-time, Seasonal

**Position Start:** March, 2018

**Exemption Status/Reason:** Non-Exempt

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### **Job Summary:**

The North Carolina Youth Conservation Corps (NCYCC) Program Coordinator is a full-time, temporary position supervised by the Conservation Program Director that involves the development, supervision, training and management of NCYCC Conservation Crews. The NCYCC Program Coordinator has both supervisory and administrative responsibilities in the field and in the office.

The Program Coordinator will work as part of a highly motivated team to manage all aspects of the NCYCC field program including: field staff hiring and supervision, crew support, Corps Member recruitment and hiring and work project management.

The Program Coordinator will work closely with the VYCC Conservation Program Director, the Conservation Trust NCYCC Project Director, and other Program Coordinators to gain a full understanding of the program mission, goals, and processes. During the pre-season months, the Program Coordinator will assist with NCYCC Project Development and Partner Relationships, Crew Leader recruitment and hiring, Corps Member recruitment and hiring, and help plan and prepare for all aspects of the NCYCC Conservation Program field season.

During the field season, the NCYCC Program Coordinator serves as front-line field support for crews, providing supervision and evaluation of Crew Leaders, training and educational sessions for Crew Leaders and Corps Members, and additional logistical support. The NCYCC Program Coordinator must possess exceptional time management skills, the ability to effectively manage competing priorities, be open to ongoing training related to the organization's systems and high performance expectations, follow through with multiple on-going responsibilities, and have a strong desire to take a leadership role in a dynamic and challenging a statewide conservation work and education program.

During the field season this position involves a great deal of travel and long hours. The NCYCC Program Coordinator will spend several days at a time in the field and must be able to work evenings and weekends. There will be the option to continue to work in North Carolina after the field season in a NCYCC 10-month North Carolina State Park AmeriCorps position.

### **Essential Functions:**

#### *Recruitment and Hiring:*

- Assist with the recruitment, interviewing, and hiring of NCYCC Field Staff and Corps Members
- Participate in outreach to North Carolina local high schools, colleges, and universities when possible
- Help to revise, update, and develop NCYCC recruitment materials
- Help CTNC develop and market the NCYCC program in North Carolina

#### *Field Program Duties:*

- Supervise NC Field Assistant
- Assist with developing and implementing Field Staff trainings
- Provide technical and crew management support to crews
- Support crews on project set-up, orientation, and implementation
- Assist with developing and implementing 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

#### *Program Logistics:*

- Assist with the development of NCYCC projects
- Manage program logistics
- Coordinate program events such as crew start-ups and closures
- Coordinate end of season wrap up, data entry, and project/grant reporting

### **Required Qualifications, Knowledge, Skills and Abilities:**

- Solid belief in the Vermont Youth Conservation Corps and Conservation Trust for North Carolina's missions
- Extensive experience with trail construction and residential camping is required
- Extensive Experience in conservation work or similar education-based programs
- Experience supervising and supporting crews in remote settings
- 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
- Bachelor's 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](http://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](mailto:Patrick.Pfeifer@VYCC.org) No calls, please.

Updated 12/21/17