



JOB DETAILS

JOB TITLE: Trails Across Texas Field Coordinator

LOCATION: AYW Headquarters, Austin, TX

DEPARTMENT: Texas Conservation Corps

POSITION REPORTS TO: Conservation Program Coordinator

POSITION SUPERVISES: AmeriCorps Program Participants

CLASSIFICATION: Regular, Full-time, Non-Exempt

POSITION PURPOSE:

The Trails Across Texas (TAT) Field Coordinator is responsible for the development, leadership, and training of the American YouthWorks' Texas Conservation Corps program crew members and participants. The Field Coordinator is also responsible for ensuring a successful completion of AmeriCorps, and project partner goals and objectives, especially as it relates to Texas Parks and Wildlife Department trail project.

ESSENTIAL FUNCTIONS AND BASIC DUTIES:

Under the direct supervision of the Conservation Programs Coordinator will perform the following functions:

1. Train AmeriCorps members to perform service activities
 - a. Help design and implement Crew leader and Crew Member orientations
 - b. Facilitate work-related training as needed and in collaboration with TPWD
 - c. Maintain progress on member individual development plans
2. Supervise AmeriCorps members service activities
 - a. Ensure program safety standards including daily member personal protection equipment
 - b. Conduct mid-term and end-of-term performance evaluations of AmeriCorps members
 - c. Ensure project timelines are being met by members
 - d. Transport AmeriCorps members when needed
 - e. Cultivate a positive member experience through team-building and leadership development
 - f. Support positive mental and emotional health of members
 - g. Ensure proper hours reporting by members; review and sign member timesheets
3. Manage projects according to partner expectations and AYW standards
 - a. Communicate in a timely and professional manner with project partners to maintain project quality, timelines, and goals
 - b. Conduct frequent site visits to ensure successful project outcomes
 - c. Purchase supplies need for project work
 - d. Complete purchase documentation and submit receipts regularly
 - e. Input project data into shared electronic files and databases weekly
4. Maintain up-to-date trail, chainsaw, and disaster expertise
 - a. Seek out relevant continuing education opportunities
 - b. Obtain Texas herbicide applicators license within 6 months of hire date.



5. Participate in shared field staff team duties
 - a. Assist in facility clean-up, chainsaw shop, tools, gear and program vehicles management
 - b. Participate in interviewing and selecting potential AmeriCorps members in collaboration with the Recruitment and Outreach Coordinator
 - c. Assist and support disaster deployments on the ground and as needed in coordination with the Disaster Program Manager
 - d. Lead activities and ensure safety the of volunteers during corps-wide days of service
 - e. Participate in grant reporting by having project data up-to-date monthly and contributing to grant narratives
 - f. Contribute to monthly program report in collaboration with Program Coordinator
 - g. Attend weekly staff meetings and other team meetings as required

QUALIFICATIONS:***Preferred***

EDUCATION / CERTIFICATION:

CPR / First Aid / WFR Certification; Herbicide Applicator; Wildland Fire Training; ICS Training; S212 or equivalent training.

Minimum Required

EDUCATION / CERTIFICATION:

Bachelor's degree from an accredited university; Valid Texas Teacher's Certification;

EXPERIENCE:

Three (3) years or more teaching experience; Five (5) or more years experience working with youth and diverse populations;

BENEFITS:

American YouthWorks offers a competitive benefit and leave package including but not limited to:

- Fourteen personal days;
- Five sick days;
- Nineteen break days, taken throughout the spring, summer, and winter;
- Fifteen holidays, plus two floating holidays;
- 403(b) Retirement Plan with employer contributions;
- Employer contributions toward our medical and dental plan;
- Employer paid Life, AD&D, and Long Term Disability;
- Pre-tax programs for child and health care;
- Supplemental income and additional voluntary life options
- Employment service awards every five years;

AYW is committed to building a culturally diverse faculty and strongly encourages applications from female and minority candidates. AmeriCorps, Peace Corps and other national service alumni are encouraged to apply. **EOE**