



Vermont Youth Conservation Corps
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CONSERVATION OPERATIONS COORDINATOR

Date Posted: December 22, 2017

Department: Conservation

Reports To: Conservation Program
Director

Position Status: Full-time, Year Round

Position Start: Position open until filled.

Exemption Status/Reason: Non-Exempt

Job Summary:

The Vermont Youth Conservation Corps (VYCC) is seeking our next full-time Operations Coordinator (OC) to provide the project management and technical support for our 22 Conservation crews across the state of Vermont. This position is ideal for someone who can be an administrative ace, a pro project manager, and a willing wilderness explorer. This role helps us scout new projects or lends aide to crews in the field. The OC is part of a tight-knit team of young professionals who have technical expertise, develop partnerships, and are eager to work with young people. The right candidate will have conservation and educational experience, and will be ready to dig in for statewide travel, long in-season workdays and some required weekends and nights. Through it all, the OC must be able to maintain their energy, enthusiasm, and passion for the VYCC mission.

Essential Functions:

Project and Partner Development:

- Serve as staff liaison and contact for Project Sponsors, partnering agencies, and community partners
- Scouting, planning, and coordinating work projects
- Conduct pre and post season site visits
- Prepare project files, maps, and site-specific designs for crews to use in the field
- Participate in strategic meetings with major Project Sponsors: DEC, VTrans, FPR, USFS, ANR, etc.
- Maintain Project Sponsor correspondence and communication tracking
- Assist with project contracting

Programmatic Support:

- Provide on-call support
- Provide technical and crew management support to crews and field assistants
- Train Crews and Staff on work project site management and technical project trainings
- Assist with program events, including Field Staff trainings and Corps Member startups/orientations
- Assist with recruitment and outreach

Administrative:

- Data collection and processing related to crew work projects
- Develop and maintain project database to manage projects from idea through implementation
- Project reporting, end-of-season and throughout season
- Assist with project specific grants
- Assist with project invoicing

Logistics:

- Coordinate with Logistics Coordinator to ensure vehicle and trailer needs are met each season.

Required Qualifications, Knowledge, Skills and Abilities:

- Solid belief in the Vermont Youth Conservation Corps mission
- Degree in Natural Resources, Recreation, Education, or a related field is preferred
- Experience in conservation work and education programs, including previous experience with technical trail and carpentry work and backcountry camping techniques
- Experience with project management and interacting with agency partners
- Exceptional time management, organizational skills, and attention to detail
- Excellent interpersonal skills and verbal communication skills
- Dedication to the field program during the season
- Willingness to uphold and enforce all rules and policies
- Ability to manage complex logistics and juggle multiple tasks
- Excellent physical and emotional stamina
- Excellent written and oral communication skills
- Valid driver's license and good driving record
- 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.

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. 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
- 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, Conservation Program Director: Patrick.Pfeifer@VYCC.org. No calls, please.

Updated 12/21/17