



Vermont Youth Conservation Corps  
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www.vycc.org

## PROGRAM LOGISTICS COORDINATOR

Date Posted: December 22, 2017

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**Department:** Administration

**Reports To:** Chief Financial Officer

**Position Status:** Full-time, Year Round

**Position Start:** Position open until filled.

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

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### Job Summary:

The Vermont Youth Conservation Corps (VYCC) is seeking our next full-time Program Logistics Specialist (PLS) to join our dynamic team. This position is the make-things-happen person for our program team, assisting program staff with critical operations and logistics. The PLS will be our head vehicle fleet and facilities manager, oversee all tools and gear upkeep, and keep uniforms looking sharp (a key VYCC role!). This role will also work directly with our Farm and Conservation youth crews in training and work projects. To be successful the PLS must have prior experience with mentoring or teaching, being handy with tools, vehicle management, and general facility management, as well having a strong grasp on risk management.

### Essential Functions:

#### *Fleet Management:*

- Manage vehicle and trailer fleet for VYCC, including repairs, maintenance, insurance, planning, rentals, licensing and registration, safety inspections, purchases and sales.
- Develop and manage transportation budgets
- Manage campus parking lots and vehicle storage facilities
- Conduct training and driving tests for participants and VYCC staff
- Light on-site vehicle repair

#### *Facilities Management:*

- Ensure maintenance, quality, and function of facilities on East and West campuses
- Work with contractors to ensure upkeep of facility and code compliance
- Work with event coordinator on facility needs related to event prep, management, and clean-up
- Develop and manage facility budget
- Manage buildings upkeep and regular maintenance, including completing tasks as necessary
- Assist with facility issues related to events on site
- Assist with management of yearly maintenance contracts
- Assist with facility maintenance and upkeep including painting, cleaning, and grounds work
- Participate in buildings planning process

#### *Program Support*

- Develop and manage budgets for Youth crew Communications, Tools, Uniforms, Appreciations, Education and Training materials, and First Aid.
- Perform other Program Support tasks as needed, which may include help with recruiting, hiring, training, maintenance of other equipment, crew supervision, and delivery of supplies into field
- Assist with Farm equipment maintenance and repair
- Assist with tool training, maintenance, storage, procurement, and budget planning

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

- Commitment to the Vermont Youth Conservation Corps mission
- General knowledge and experience with vehicle purchase, repair and maintenance
- Previous experience teaching, leading or mentoring others
- Light carpentry skills
- General knowledge of tool maintenance, upkeep, budgeting, and distribution
- Appreciation of safety and basic risk management
- Outstanding time management, organizational skills and attention to detail
- Excellent interpersonal, written and verbal communication skills
- Ability to speak clearly and professionally one on one and in front of large groups
- Ability to manage complex logistics and juggle multiple tasks
- Valid driver's license and satisfactory driving record
- Ability to operate VYCC fleet including a variety of vehicles
- Ability to operate certain types of mechanized equipment applicable to work projects
- Use of personal cell phone with VYCC reimbursement
- Ability to spend long days in the field and to work evenings and weekends when required
- Ability to travel throughout Vermont and on rare occasions out of state
- Ability to get to work in a timely manner
- Strong leadership skills

### **Physical Demands:**

- Ability to operate a motor vehicle and drive for extended lengths of time

- Ability to bend at the knees, occasionally lift and exert up to one hundred pounds of force, and/or up to fifty pounds of force frequently to move objects
- Ability to walk and stand for up to eight hours of time, periodically while carrying up to fifty pounds
- Ability in the off-season to perform repetitive office tasks such as typing, sitting and standing up to eight hours a day, and working at a computer terminal for up to eight hours a day

## **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).

### **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 Hapy Meyer, [hapy.mayer@vycc.org](mailto:hapy.mayer@vycc.org). No calls, please.

Updated 12/21/17