



Vermont Youth Conservation Corps
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VERMONT CONSERVATION FIELD ASSISTANT

Date Posted: December 22, 2017

Department: Conservation

Reports To: Conservation Program
Coordinator

Position Status: Full-time, Seasonal

Position Start: Multiple positions between
March and May, 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 22 crews that currently comprise the Conservation Program in either Vermont or North Carolina. The Field Assistant is supervised by the Conservation Program Staff.

The Field Assistant will work closely with the Program Staff to gain a full understanding of the program mission, goals, and processes and will work as part of a highly motivated professional team to assist in all aspects 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.

During the pre-season months, the Field Assistant will focus on Crew Leader and Corps Member recruitment and hiring, and assist with the planning and preparation for Crew Leader training. During the field season, the Field Assistant will train and support 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 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 the VYCC, 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 44 Field Staff and 180 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 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
- Conduct field site visits at multiple locations around the state (and occasionally in neighboring states)

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 mission
- 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 related 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.

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
- 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 Hans Melhus, Conservation Program Coordinator: Hans.Melhus@VYCC.org No calls, please.

Updated 12/21/17