



MONTANA CONSERVATION CORPS

YOUTH CREW LEADER POSITION DESCRIPTION

Summary Statement: Primary duties of the Youth Crew Leader (YCL) include establishing and maintaining good working relationships with regional staff, members, project technical advisors, youth, and volunteers to ensure the successful completion of MCC natural resource and community service projects and quality implementation of MCC Youth Programming. The YCL performs on-site management of crews and monitoring of crew dynamics to ensure a high level of crew functioning and ensures that policies and procedures are followed by all members of their crew. The YCL will recruit youth program participants. The YCL is an AmeriCorps participant and is entitled to the benefit package offered all AmeriCorps participant. The YCL and co-YCL are part of a leadership team working under the supervision of the Regional Director and Youth Program Coordinator. This position should be viewed not as a 9-5 job but as an experience where long hours and extended time away from home, often in remote locations on difficult terrain and in all weather conditions, are to be expected. This position will have recurring access to vulnerable populations.

Program Dates & Details: The term of service runs May 8, 2017 through August 16, 2017. Youth Crew Leaders receive a \$626 biweekly living allowance and a \$2,887.50 AmeriCorps education award upon completion of the term of service. Members have the opportunity to enroll in MCC's health insurance program during the term of service.

Programmatic Duties:

- Ensure safety as the top priority during all MCC activities and projects and promote a culture of safety
- Recruit youth program participants through in-school visits, reaching out to other youth serving organizations, etc.
- Conduct youth member interviews and make participation recommendations to staff
- Design and deliver orientation for participants and parents, and on-going training for youth members
- Oversee implementation of all elements of the youth program, including CORE and other education components, successful performance of crew and camp roles, and technical and camp-life skills
- Provide guidance and support to youth members to ensure quality work performance and crew well-being
- Communicate and organize work in conjunction with the partner/technical advisor and assure project completion to the satisfaction of partner expectations
- Follow all MCC policies and procedures and assure youth crew compliance to promote well-functioning crews
- Make recommendations to regional staff for fair and appropriate discipline of youth members as needed
- Promote a positive public image for the MCC by wearing the MCC uniform and acting in a professional and respectful manner at all times while representing MCC
- Attend at least one public meeting and volunteer at least twice with local non-profit groups or agencies

Administrative Duties

- Maintain accurate crew, payroll, personnel, Youth Crew Member development, safety, inventory, and work project records.
- Complete and submit required reports and other paperwork in a timely manner before end of term of service
- Provide information for evaluation of Youth Crew members; include both positive feedback and areas of potential improvement

Qualifications:

- High school degree, GED, or willingness to work towards obtaining a GED

- Minimum age of 21
- US Citizenship or lawful permanent US Resident
- Valid driver's license, ability to pass a Motor Vehicle Records check
- At least two years of college or military experience, or equivalent work experience
- Ability to hike 3-12 miles per day in rugged terrain, often wearing a 45lb backpack and carrying tools
- Ability to lift up to 35 pounds repeatedly and use hand and power tools
- Ability to pass a National Service Criminal History Check and background check for working with vulnerable populations
- Available for duration of entire term of service; commitment to completing term
- Effective written and oral communication skills
- Strong service ethic and desire to serve the community and the environment
- Willingness to work long, hard hours in all weather conditions; ability to be away on overnight trips for up to 14 days at a time

Helpful Experience:

- Leadership and/or teaching experience, skills, or training
- Technical and outdoor skills, including camp craft, trail work, and knowledge of power and hand tools.
- Current First aid & CPR certification
- Experience with youth, ages 13 – 18

To Apply:

Please submit your application via our [online application portal](#). We are accepting applications for Youth Crew Leaders in our Central Divide (Helena, MT), Greater Yellowstone (Bozeman, MT), and Northern Rockies (Kalispell, MT) regions. ***Please only apply to the region in which you are most interested.*** You will have the opportunity to express interest in other regions during the application process.