



MONTANA CONSERVATION CORPS

POSITION DESCRIPTION

YOUTH CONSERVATION CORPS CREW LEADER - AmeriCorps

Summary Statement: Primary duties of the Youth Conservation Corps Crew Leader (YCCCL) include assuring the successful completion of MCC natural resource projects, daily on-site management of a YCC crew of 5-7 youth members, maintenance of crew dynamics to ensure a high level of crew function and safety, and the delivery of the appropriate program components. The YCCCL works under the supervision of the Regional staff. The YCCCL is the primary in-field liaison between Regional staff and the US Forest Service project partner or technical advisor. The YCCCL ensures that policies and procedures are followed by all Youth members on the crew. The YCCCL also will establish and maintain a good working relationship with project partners/technical advisors, Corpsmembers, youth parents and staff. This position will have recurring access to vulnerable populations. The YCCCL is an AmeriCorps member and is entitled to the benefit package offered all AmeriCorps members.

Program Dates & Details: The term of service runs May 26, 2017 through August 18, 2017. Crew Leaders receive a \$626.50 biweekly living allowance and a \$1,527.45 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:

- Ability to work long hours in challenging conditions, often with very little direct supervision.
- Guide, support and assist youth Corpsmembers to insure quality work performance, safety, and crew well being.
- Communicate and organize work in conjunction with the project partners /technical advisor; assure project completion to the satisfaction of project partners' expectations.
- Ensure safety during all activities and projects; promote a 'culture of safety and professionalism'.
- Follow all policies and procedures; assure crew compliance to promote safe, well-functioning crews.
- Make recommendations for fair and appropriate discipline of Corpsmembers as needed.
- Ensure high quality implementation of education, crew roles and all other youth program elements.
- Design and deliver parent/participant orientation, youth trainings and graduation events.
- Teach Corpsmembers all relevant technical project and camplife skills necessary to ensure safety and high quality project completion.
- Provide technical, logistical and leadership support to crews and individual Corpsmembers.

Administrative Duties:

- Maintain accurate crew, payroll, personnel, youth participant development, safety and work project records.
- Complete and submit required daily, weekly and program reports and other paperwork in a timely manner.
- Maintain accurate inventory and vehicle records.

Requirements:

- Seasonal availability; June through August.
- Valid driver's license, ability to pass a motor vehicle records check.
- Ability to pass a Criminal Background Check for working with vulnerable populations.
- US Citizenship or ability to work in the US.

Desired Qualifications:

- Previous leadership experience, skills and training, preferably in a corps program, or similar setting.
- Technical skills, including chainsaw usage, trail work and knowledge of a wide range of power and hand tools.
- Current Advanced First Aid/CPR training (WAFA, WFR).
- Effective written and oral communication skills.
- Teaching experience, skills or training, preferably with adolescent youth in an outdoor setting.

To Apply:

Please submit your application via our online application portal. We are accepting applications for YCC Crew Leaders in our Northern Rockies (Kalispell, MT) region.