

Staff Position Description



MISSION: FOSTERING CONSERVATION SERVICE IN SUPPORT OF COMMUNITIES AND ECOSYSTEMS

VISION: A LEGACY OF HEALTHY LANDS, AIR AND WATER; THRIVING PEOPLE AND RESILIENT COMMUNITIES

Title: Year-Round Field Supervisor– Conservation Corps North Carolina

Date: 7/13/2021

Reports to: Program Director

Starting Salary: Grade B \$35,568-\$43,000

Location: Based out of Raleigh Durham, North Carolina area

Status: *Full-Time, Exempt*

Benefit Eligible: Full; Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off *per Personnel Policies*

Program Summary:

Conservation Corps North Carolina (CCNC) is a program of Conservation Legacy, a national organization dedicated to supporting locally based conservation service programs. CCNC's mission is to connect youth and young adults to meaningful conservation service work that benefits North Carolina communities. CCNC is an AmeriCorps affiliated organization that engages motivated young adults in preserving, restoring and improving North Carolina's natural lands. CCNC programs focus on place-based learning, job and work skills, environmental stewardship, civic responsibility, career development, and personal responsibility. Members learn about North Carolina environments, communities, land management agencies and non-profits, and outdoor recreation and natural resource careers. CCNC runs field programs year-round. During peak seasons, six or more Field Crews may need support from Durham based staff at the same time.

Position Summary:

The primary focus for this position is supporting CCNC crews and projects across North Carolina. Both office and field work are required in this position, with frequent and prolonged trips to the field. The ability to work a flexible schedule is critical. The Field Supervisors's primary responsibilities are training, supervising, and mentoring seasonal field staff including Crew Leaders, Assistant Crew Leaders, and Corps members; assisting the Corps Director and Field Program Coordinator with recruitment and selection of leaders; providing technical support to crews on trail, habitat restoration, and chainsaw projects; scouting projects and building relationships with on-the-ground partners; ensuring CCNC programming, policies, and procedures are implemented effectively in the field

Essential Responsibilities and Functions:

Field Support

- Train, supervise, and mentor seasonal field staff including Crew Leaders, Assistant Crew Leaders, and Corps members
- Provide technical and logistical support to CCNC crews completing project work
- Assist with a wide variety of in-house and on-the-job trainings, including Wilderness First Aid, leave No Trace, leadership, trails, technical rock work, rigging, fencing, and chainsaw trainings

- Frequent field visits to support crews and respond to their needs.

Project Support

- Build and maintain relationships with on-the-ground partners on federal, state, municipal, and private lands in support of ongoing projects
- Scout projects prior to crews' work to generate project specifications, provide estimates for partners, and determine logistical needs
- Communicate work plans to Crew Leaders, ensuring they are prepared for projects in advance
- Collect data from crews on an ongoing basis, ensuring that photos, survey data, Corps member stories, project accomplishments, member evaluations, and partner evaluations are coming in from the field in a prompt and reliable manner
- Assist with fleet, shop, and equipment upkeep as needed

Recruitment

- Assist with recruitment and selection of Crew Leaders, Assistant Crew Leaders, and Corps members
- Attend community events for recruitment, outreach, and organizational representation purposes

Other Duties

- Successfully engages, leads and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.

Physical Requirements:

Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours and physical ability to walk, climb, balance, stoop, kneel, crouch or use tools/equipment on an infrequent or frequent basis. Ability to safely drive an organizational vehicle may also be required for some positions. Disclosure of needs are encouraged to be made upon job offer and throughout employment at Conservation Legacy.

Minimum Qualifications:

- Exhibits the ability to effectively work on diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Minimum of 2 years of experience in youth development or corps field.
- Experience with crew leadership; trail layout, design, construction, and maintenance; range projects including fencing and invasive species work; and chainsaw operation, maintenance, and repair.
- The ability to travel frequently and camp in remote environments with minimal support
- Experience with influencing diverse groups of employees to achieve common goals.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- The ability to carry out assigned work independently or with minimal supervision.

- The ability to communicate effectively, manage complexity, cultivate innovation, drive and influence results of oneself and others.
- Ability to work well with others and to seek assistance when needed to carry out assignments.
- Familiarity with Microsoft Office programs and applications, or similar platforms.
- Ability to keep others, in remote locations, accountable to expectations.
- Must be able to pass the organization's criminal history background check requirements.
- Valid driver's license and insurable driving record

To Apply: Send Cover letter and resume to Michael Meredith at mmeredith@conservationlegacy.org. Subject line in this email must include "Applicant".

Cover Letter must include a response to the following question: ***Provide some examples of your experience effectively working with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.***

Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.