



Vermont Youth Conservation Corps

1949 East Main Street, Richmond, VT 05477

802-434-3969

www.vycc.org

info@vycc.org

Park Educator Field Assistant

Job Description

Overview

The Field Assistant position is a ten-month, full-time temporary position with potential for full time status that will involve programmatic, supervisory, field, and administrative responsibilities. The successful candidate must feel at home both in the field and in the office. The Field Assistant will hire, train and supervise two AmeriCorps Park Educator crews of five members each who will be focused on developing and providing environmental education programming and interpretive services to the public as part of a partnership between the Vermont Department of Forests, Parks and Recreation, the United States Forest Service, and the Vermont Youth Conservation Corps. The Field Assistant will be supervised by the Conservation Program Manger.

The Field Assistant will begin in early February and work as part of a highly motivated team to manage all aspects of the VYCC Conservation Program with an emphasis on the Park Educators. Responsibilities include but are not limited to program development, AmeriCorps Member hiring, training, and supervision, work project management, and reporting. The right candidate will be confident, have the ability to work independently as well as part of a team, have a the desire to manage a new initiative as part of statewide conservation and education program, and have a strong background in environmental education and interpretation.

The Field Assistant will work closely with the Program Staff to gain a full understanding of the VYCC Conservation Program mission, goals, and processes. During the pre-season planning months, the Field Assistant will focus on program development, AmeriCorps Member recruitment and hiring, and preparing for training. During the field season, the Field Assistant will serve as front-line supervisor, trainer and support for the Park Educator crews as they deliver creative and engaging environmental programs. The Field Assistant must possess exceptional time management skills, the ability to effectively juggle competing priorities, consistent follow through with multiple on-going responsibilities, and have a strong desire to take a leadership role in a new and evolving program. Like all positions at the VYCC, the Park Educator Field Assistant must be prepared to take on new and unexpected responsibilities that come with being part of a dynamic organization.

During the summer field season (late April through October) this position involves a great deal of travel and long hours. 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. Outside of the summer field season, VYCC staff typically work 40 to 50 hours a week while assisting with planning and improving the program.

Environmental Factors

The Field Assistant will be based out of the VYCC Headquarters Office in Richmond, VT. The office currently houses 18 full-time staff, as well as varying numbers of interns and volunteers who assist with special projects throughout the season. The Field Assistant must be able to maintain focus and productivity amidst a bustling office atmosphere while sharing office space with others. The Vermont Youth Conservation Corps is an organization that cultivates success using a team approach. Full-time staff need to balance personal initiative and independence with an ability to effectively utilize the team process.

The Vermont Youth Conservation Corps

The VYCC is a non-profit service, conservation, and education organization modeled after the 1930's Civilian Conservation Corps. The VYCC instills the values of personal responsibility, hard work, education, and respect for the environment in young people. Corps Members are young adults 16-24 who work, live, and study together in small groups, completing high priority conservation and park management projects throughout Vermont under the guidance of highly-trained leaders.

Primary Responsibilities

Preseason Duties (February-April):

- Recruit, interview, and hire Field Staff / AmeriCorps members
- Develop and implement Program Model for Park Educators
- Participate in Corps Member outreach events
- Revise, update, and develop recruitment materials
- Market the program and projects
- Develop new partnerships with community organizations
- Develop educational program components

Field Season Duties (May – September):

- Teach, advise, and evaluate Park Educators
- Assist with Conservation Program trainings and events
- Supervise 10 Park Educators, including scheduled on-call evening and weekend support for all Conservation Crews
- Provide technical and crew management support to crews
- Evaluate health and safety of crew work sites
- Facilitate group dynamics and morale issues on crews
- Manage program logistics such as crew start-ups and closures
- Assist with end of season wrap-up, equipment management, and reporting

Minimum Qualifications

- Solid belief in the Vermont Youth Conservation Corps mission
- Degree and work experience in Natural Resources, Environmental Studies, Education, or equivalent experience in conservation work and education programs
- Exceptional time management, organizational skills, and attention to detail
- Excellent interpersonal skills and verbal communication skills
- Dedication to the field program during the season
- 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
- Valid driver's license and good driving record

- Reliable personal vehicle
- Standard First Aid and CPR or equivalent

Compensation

- \$24,000 annualized salary, exempt from overtime
- Medical and dental insurance package
- Annual leave, holidays, and sick leave (accrued on a monthly basis)
- Organizational dedication to on-going professional development

Start Date

- February 1, 2010 (tentative)

To Apply

Please send a cover letter, resume, and contact information for three professional references to the address below by January 8, 2010.

2009 Park Educator Field Assistant Search
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