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VERMONT
YOUTH
CONSERVATION
CORPS

Seasonal Conservation Field Supervisor

Department: Conservation

Position Dates: April 28th – Sept 5th/Nov 7th

Who We Are

VYCC's Conservation Program engages young people in hands-on projects that benefit Vermont's environment and communities. The work of a Conservation Crew includes trail construction and maintenance, carpentry, water quality improvement, and forest management. Conservation Crew Members are essential to the success of any Conservation Crew and their efforts have a significant impact on habitat, water quality, and outdoor recreation in Vermont.

Position Overview:

VYCC is seeking a Conservation Field Supervisor to mentor Crew Leaders and support crews of young people. Engaged in all elements of the season, Field Supervisors support planning logistics before the season, train Crew Members and Leaders, and directly support crews in the field. Through regular field visits to their crews and check-ins with their Leaders, they support the development of an inclusive and productive crew. Field Supervisors are experienced in VYCC project areas and have prior experience leading or teaching young people. They often help solve complex problems and respond to interpersonal challenges in the field independently. A Field Supervisor will also help support crews in the field when Crew Leaders are away from their crews. Field Supervisors typically work 40 hours a week in the weeks before and after their crews are in the field. During the field season, they may work up to 50-60 hours a week but typically average around 45 hours per week.

Essential Functions:

Field Program Support:

- Supervise, train, advise, and evaluate Crew Leaders
- Support crews in all aspects of their projects from set-up to completion, coordinating with project sponsors to ensure high quality work
- Ensure crews are following health and safety practices in camp and at the worksite
- Facilitate group dynamics and morale issues on crews, while cultivating a strong VYCC culture and powerful learning experience across all crews
- Complete field site visit reports and any necessary documentation
- Provide planning and preparation for in-field education and learning opportunities, and support leaders in finding educational resources for their crews
- Provide regular on-call support for crews throughout the season which includes day coverage and regular overnight support (average of one night/week overnight support)
- Respond to crew emergency situations, including last-minute travel and overnight stay
- Complete end of season wrap-up and data entry

- Conduct day and overnight site visits, including camping with the crew and traveling through the region
- Step in and support crews by Leading when Crew Leaders are using personal leave days, requiring overnight support

Program Logistics:

- Assist with pre-season logistics such as food, tool, gear, and equipment purchasing
- Manage in season logistics including vehicle repairs, tools and equipment
- Attend program events such as weekend crew start-ups and closures
- Assist with the recruitment, interviewing, and hiring of conservation crew members
- Assist with crew member recruitment and outreach events
- Complete season wrap up, inventory, equipment management, and data entry

Crew Leader Training:

- Prepare and deliver workshops to Leaders and Members
- Facilitate education programs and activities to crews in the field

Required Qualifications, Knowledge, Skills and Abilities

- Ability to uphold and enforce all VYCC policies and principles
- One year of experience supervising, mentoring, or leading young adults
- Experience in one of our project areas including trail maintenance, habitat restoration, and/or carpentry
- Exceptional time management, organizational, and communication skills
- Excellent empathy, compassion and conflict management skills
- Ability to work both collaboratively and independently
- Ability to spend up to one week camping with crews for training, supervision, and emergency response
- Ability to work evenings and weekends
- Strong large group facilitation skills
- Valid driver's license with good driving record for at least 3 years
- Wilderness First Aid and CPR, or equivalent

Our Workplace

This position is based out of the Vermont Youth Conservation Corps campus in Richmond, VT. Our open office offers staff opportunities to interact and collaborate. Field Supervisors split their time between outdoor work, visiting crews, visiting project sites, and office work. Field Supervisor positions require frequent overnights in the field during the season. Staff can balance working remotely and on-campus in collaboration with their team schedule, tasks and all-staff gatherings.

Compensation & Benefits:

Position Status: Full-time, Seasonal, Exempt

- \$850/week salary, exempt from overtime
- Medical and dental insurance; Health Savings Account (HSA) with matching contribution; disability and group life insurance
- Mileage reimbursement or access to an organization vehicle for all work-related travel
- Ongoing professional development
- Annual gift card to the VYCC farmstand (organic produce and eggs)

How to Apply

Please complete our VYCC General Application (<http://bit.ly/VYCCapp>), to which you'll upload a cover letter, resume, and contact information for three professional references. Questions regarding this position can be directed to August at august.tallmadge@vycc.org. No calls, please. Position is open until filled.

Equal Opportunity at VYCC

Don't think you meet all of the requirements for the position? Please apply anyway! VYCC is dedicated to building an inclusive, diverse, equitable, and accessible work environment that fosters a sense of belonging. You may be just the right candidate for this role or another one of our openings! VYCC is proud to be an Equal Opportunity Employer.