



Take action  
Build community  
Work & learn  
With the land



**VERMONT  
YOUTH  
CONSERVATION  
CORPS**

## Conservation Forest Project Supervisor

Department: Conservation

Seasonal Position Dates: March 6<sup>th</sup> – Nov 28<sup>th</sup>

### 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:

The Conservation Forest Project Supervisor mentors Crew Leaders and supports Forest crews. Engaged in all elements of the field season, the Forest Project Supervisor supports planning logistics before the season, trains Crew Members and Leaders, and directly supports 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. The Forest Project Supervisor has experience conducting field work in forestry on projects such as timber stand improvements, invasive species control, trail corridor clearing, habitat improvements, hazard tree removal, fuels reduction, or in projects that involve the use of a chainsaw to fell, buck, limb, and brush. They often help solve complex problems and respond to interpersonal challenges in the field independently. The Forest Project Supervisor will also help support crews in the field when Crew Leaders are away from their crews. Field Project 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
- 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 operating a chainsaw for felling, bucking, limbing, and brushing.
- Possess recognized chainsaw training such as Game of Logging, S-212, or Developing a Thinking Sawyer.
- Currently possess or can test for B-Sawyer certification.
- Currently possess or ability to obtain Vermont Pesticide Applicators license.
- Exceptional time management, organizational, and communication skills
- Excellent empathy, compassion and conflict management skills
- Ability to work both collaboratively and independently
- Ability to camp with crews for training, project supervision, and emergency response
- Ability to work evenings and some 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 or ability to obtain upon hire.

### **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 Bill Anderson at [bill.anderson@vycc.org](mailto:bill.anderson@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.