



Take action
Build community
Work & learn
With the land



VERMONT
YOUTH
CONSERVATION
CORPS

Conservation Program Coordinator

Department: Conservation

Position Starts: Mid to Late February 2025

Who We Are

VYCC's Conservation Program engages young people in hands-on projects that benefit Vermont's environment and communities. Corps Members work outdoors to improve access to recreation, and make forests, wildlife habitats, and watersheds healthier. They work with stone, wood, and earth to build trails, maintain park buildings, plant trees, and cut timber. Through training and practice, Members become familiar with hand tools and power tools like pick mattocks, rock bars, circular saws, and chainsaws, while gaining skills, experience, and credentials. VYCC offers a variety of crews that meet each Member's level of experience and desired challenge.

Position Overview:

VYCC is seeking a Conservation Program Coordinator to mentor Crew Leaders and support crews of young people. Engaged in all elements of the season, our Program Coordinator will be part of our annual program planning process, engage in recruitment and hiring of Corps Members, and support crew operations during field season. The Program Coordinator will help train Corps Members and supervise 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. Program Coordinators are experienced in our 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.

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 partners and other staff to ensure high quality work
- Coordinate with other program staff to solve complex challenges in the field
- Cultivate connections between crews and external support resources beyond VYCC
- Facilitate group dynamics and morale issues on crews, while cultivating a strong VYCC culture and powerful learning experience
- Provide crews with in-field education and learning opportunities, and support leaders in finding educational resources for their crews
- Provide rotating day and after-hours on-call support for crews in the field
- Respond to crew emergency situations, including last-minute travel and overnight stay
- Complete end of season wrap-up and data entry, as well as in-season daily and weekly documentation and reporting

- Conduct day and overnight site visits, including camping with the crew and traveling through the region

Recruitment, Hiring, and Outreach:

- Recruit, interview, and hire Corps Members
- Play an active role in building recruitment strategy and planning
- Partake in Corps Member recruitment and outreach events
- Coordinate with our Engagement/Marketing team on photo collection systems
- Coordinate with our Engagement/Marketing team on collecting corpsmember stories

Corps Member Training and Orientation:

- Assist in planning Crew Leader and Crew Member Training and Orientation
- Prepare and deliver workshops to Leaders and Members
- Coordinate logistics during Trainings and Orientations
- Facilitate education programs and activities to crews in the field

Program Logistics:

- Assist with program logistics such as: food, tool, gear, and equipment purchasing
- Assist with field season logistics including: vehicle repairs, tools and equipment maintenance and repair, and crew camping support
- Assist with planning and coordinating program events such as weekend crew start-ups and closures
- Assist with season wrap up, inventory, equipment management, and data entry

Required Qualifications, Knowledge, Skills and Abilities

- Ability to uphold and enforce all VYCC policies and principles
- One to two years of experience in our project areas including trail building, carpentry, and working with young adults in education, camping, or residential setting
- At least 2 years prior experience supervising, mentoring, or leading young adults
- 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 when required, while also managing a variable work schedule with frequent long hours during field season
- 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. Program Coordinators frequently overnight in the field during the season. Staff members can balance working remotely and on-campus in collaboration with their team schedule, tasks and all-staff gatherings. Successful staff are able maintain focus and productivity, balance personal initiative and independence, and plug into our team in ways that help us do our best work as an organization.

Compensation & Benefits:

Position Status: Full-time, Year-Round, Exempt

- Starting salary for this position is \$44,000, commensurate with experience. Exempt from overtime.
- Medical and dental insurance; Health Savings Account (HSA) with matching contribution; disability and group life insurance
- Simple IRA with matching contribution (once eligibility criteria are met)
- Mileage reimbursement or access to an organization vehicle for all work-related travel
- Annual paid time off (PTO), paid sick time
- One-week paid closure in November for all staff (in addition to PTO)
- 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 Keith Warner at Keith.Warner@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.