



2018 Summer of Service Crew Leader (Metro Denver)

Position Type: Field-based, seasonal, full-time, exempt, 14 week program commitment.

Location: Crew Leader will meet their crew at 1801 Federal Blvd. and travel to work sites as a team in MHYC vehicles.

Compensation: \$500 - \$580/week, based on experience and qualifications. Food during overnight/camping trips is provided.

Position Dates: May 7 – August 10

- Orientation and Training: May 7 – 24
 - In-house training week of May 7-11
 - Offsite overnight training week of May 14-18
 - S-212 chainsaw/ OSI trail building training week of May 21-24
- 11 week production season starts May 29 through August 10
- Overnight/camping trips up to 10 days at a time throughout the season

Schedule: Monday through Thursday, 7:00 a.m. to 5:30 p.m.
*Required to work Friday, June 1 from 7:00 a.m. to 5:30 p.m. due to Memorial Day holiday observed on May 28
*Required to work Friday, July 6 from 7:00 a.m. to 5:30 p.m. due to Independence Day holiday observed on July 4
*Required to work Friday, June 15, June 29, July 13, July 27 and August 10 from 8:00 a.m. – 12:00 p.m.

Reports To: Project Coordinator and Program Coordinator

About Us:

Mile High Youth Corps is a regional, non-profit, AmeriCorps (www.americorps.gov) affiliated organization that engages youth in jobs that help the planet and provide pathways to a promising future. Corpsmembers work on conservation and environmental stewardship projects throughout the Denver Metro Area while engaging in meaningful education activities.

Position Overview:

Mile High Youth Corps Crew Leader positions require individuals who are skilled problem-solvers, experienced leaders and positive role models. A crew is comprised of ten Corpsmembers (18-24 years old) who work together to complete work projects on public lands and in communities. Crew Leaders must possess a strong work ethic, promote high quality work performance in their crew and have a desire to devote themselves to field-based youth development for an entire summer. The position requires both supervisory and technical aptitude, in addition to a high level of comfort in the outdoors.

Duties and Responsibilities:

Supervision and Management

- Provides daily supervision of the members of their crew including assigning, leading and instructing work tasks and training Corpsmembers in the development of job skills.
- Monitors and promote crew's physical and emotional safety on and off the work site.
- Maintains and promotes positive group morale.
- Enforces and models behavior outlined in the code of conduct, discipline policies and program procedures outlined in the employee handbooks at all times.
- Provides consistent, ongoing informal feedback, as well as performs a minimum of one formal evaluation per Corpsmember each season.

Work Project Implementation

- Assists MHYC staff with the set-up of work projects including the estimation of time and materials needed for work projects.
- Proactively assesses, identifies and mitigates safety related hazards on the job site.
- Oversees and implements a variety of conservation, service learning and community service projects for their team.
- Distributes work among Corpsmembers and maintains even work flow.
- Serves as a liaison and on-site contact with project sponsors.
- Ensures timely, accurate and quality completion of work projects.

Corpsmember Development and Education

- Promotes individual learning, leadership and personal growth among Corpsmembers.
- Plans and facilitates crew meetings and team-building activities.
- Ensures consistent leadership development and service learning opportunities are integrated into trainings.
- Implements and monitors Corpsmembers' participation and progress in life skills and career readiness training programs at work site.
- Provides consistent feedback and support to Assistant Crew Leaders on their leadership roles.
- Collaborates with Assistant Crew Leaders in developing and implementing educational components for projects.

Administrative Duties

- Monitors, documents, and evaluates the participant progress in the program using individual written evaluations, case notes and 1:1 meetings.
- Maintains thorough and complete records on each Corpsmember throughout the length of the program, including timesheets, rosters and daily accountability forms.
- Maintains complete and accurate records for each project.
- Assists other staff with the reporting required for funders and board members.
- Ensures project photographs and required data are collected for projects.
- Ensures timely completion of Corpsmember awards, incentives and recognitions.
- Other duties as assigned.

General Qualifications:

- Previous experience working with Youth Corps is highly preferred.
- Experience with trail construction and maintenance, installation of rock and timber structures, fencing, noxious weed removal, pesticide application and/or general landscaping is preferred.
- Sawyer crew leaders should have significant experience working with chainsaws. S-212, MTDC or Game of Logging training with feller certificate required.
- Proficiency in backpacking and backcountry camping required for camping crews.
- High School diploma or GED required. At least two years of college or vocational training is preferred. Significant professional experience may be substituted for post-secondary education.
- At least one year experience of working with a diverse population of youth and staff in a team atmosphere is preferred.
- Must complete Wilderness First Aid or Wilderness First Responder training course prior to start date. MHYC will cover \$235 of training cost.
- Must complete CPR training prior to start date. MHYC will cover \$40 of training cost.
- Communication Skills: ability to motivate and discipline others, organize and direct a crew of young people on work projects, communicate effectively with a diverse group of young people, co-workers and supervisors and explain and demonstrate safe work practices.
- Must have ability to complete tasks in a detailed and timely manner, work independently, keep accurate records, prepare reports and perform case management and evaluations.
- Must be able to lift 75 lbs., spend 8-10 hours a day in the sun, hike 5 miles with a day-pack and operate hand and power tools.
- Must have valid driver's license with insurable driving record and ability to drive a 12-passenger van to and from work sites.
- Pre-employment background check will be required. May be subject to FBI Background Check, which includes fingerprinting.
- Pre-employment drug screen required. Drug testing may be required during employment.
- Must be able to legally work in the United States, which will be verified via the federal E-Verify program.

To Apply:

Send resume and cover letter to Claire Morrissy at clairem@mhyc.net (include position title in subject line)

Mile High Youth Corps is committed to diversity in principle and practice, both in the community at large and within the organization. We are, therefore, committed to having our internal operations and employment practices administered on a non-discriminating basis inclusive of, but not limited to, race, religion, color, socio-economic status, gender, age, sexual orientation, military or veteran status, physical or mental disability, marital status, or national origin. Every effort shall be made to grant reasonable accommodation for qualified people with disabilities to participate in this AmeriCorps program.