

# POSITION ANNOUNCEMENT



## FIELD COORDINATOR

3 – 5 full time, seasonal positions available

Announcement Date: December 5, 2022

Application Deadline: Applications will be accepted on a rolling basis until positions have been filled. Interviews of well-qualified applicants will begin in late January/early February 2023.

Job Location: The RMFI office is located in Colorado Springs, Colorado. RMFI project sites are located primarily in the Pikes Peak Region.

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*The Rocky Mountain Field Institute (RMFI) is a nonprofit environmental stewardship organization working to protect and conserve public lands in Southern Colorado through volunteer-based trail and restoration projects, environmental education, and restoration research. For more information, please visit [www.rmfi.org](http://www.rmfi.org).*

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*Do you love working outside? This is an exciting opportunity to join the RMFI team in a leadership capacity to help oversee and coordinate field programs and RMFI Field Instructors. This position will work in some of Southern Colorado and the Pikes Peak Region's most outstanding natural areas, as well as lead community volunteers, youth corps crews, and students in completing a variety of trail and restoration projects.*

### **COVID-19 PROTOCOLS AND VACCINATION MANDATE:**

Due to the close working conditions and interactions of our staff, volunteers, and partners, RMFI requires all staff members to demonstrate proof of receiving a COVID-19 vaccination as a condition of their employment. Employees will need to be fully vaccinated before March 1, 2023. Employees will be considered fully vaccinated 2 weeks after they have received the requisite number of doses of COVID-19 vaccine approved or authorized for use by the U.S. Food and Drug Administration or use by the World Health Organization. For vaccines that require 2 doses (i.e., Pfizer-BioNTech, Moderna, etc.), an employee is fully vaccinated 2 weeks after the employee has received the second dose. For a single dose vaccine (i.e., Johnson and Johnson (J&J)/Janssen), an employee is fully vaccinated 2 weeks after receiving a single dose. We will require that you provide proof of vaccination or proof of medical/religious exemption.

**POSITION SUMMARY:**

The Field Coordinator (FC), under the direction of the Program Managers, serves as a lead field instructor, responsible for on-the-ground management of field programs, and supervising and instructing seasonal staff, interns, conservation crews, and volunteers in trail and restoration projects throughout Southern Colorado. Primary duties include planning and managing single and multi-day field projects; instructing staff, interns, volunteers, and youth conservation corps crews in trail and restoration techniques; overseeing tool, equipment, and food logistics; maintaining RMFI's warehouse, on-site storage, office and vehicles; completing timely, detailed project work logs, photo logs and other documentation; and other duties as assigned. The FC may also be tasked with supervising students enrolled in RMFI's Earth Corps Field Studies Program. The program is an 18-day intensive field studies program during which college undergraduates will live, work, and learn in the incredible backcountry classroom of Colorado's great outdoors. The FC ensures quality work standards, the highest degree of safety, and an enjoyable experience for all RMFI participants.

**ESSENTIAL DUTIES and RESPONSIBILITIES:**

- Working under the direction of the Program Managers, serves as lead staff, supervising other RMFI seasonal staff, interns, volunteers, students, and youth conservation corps crews in the completion of trail and restoration projects.
- Instructs seasonal staff, community volunteers, and youth conservation crews in proper trail and restoration techniques.
- Effectively manages and leads field workdays. This may include, but is not limited to coordinating material needs with land managers, properly estimating volunteer and staff requirements, providing project orientation to participants, completing work in a timely and efficient manner, and ensuring safety at all times.
- Oversees logistics for and participates in single, multi-day, and overnight programs. This may include, but is not limited to, the preparation and/or purchasing of tools, equipment, project materials, food, and first aid supplies.
- Aids in the creation of project site safety plans and educational materials.
- Assist with the management of program safety in the field by ensuring the RMFI Safety Policy and Job Hazard Analysis (JHA) are followed at all times.
- Completes detailed project reports documenting progress of field workdays including, but not limited to, work statistics, before and after photos, GPS data, material use and needs, and volunteer statistics.
- Under the direction of the Program Managers, oversees management of the RMFI warehouse and vehicles.
  - Adheres to and improves upon the existing warehouse, on-site storage, office and vehicle framework, ensuring tools and equipment are properly cared for and stored.
  - Keeps the tool and equipment inventory up to date and properly tracks tools and equipment needing repair or replacement.
  - Ensures food supplies are stored adequately and disposes of expired food.

- o Ensures vehicle maintenance is completed on schedule and mileage logs are completed.
- Assists in training new staff and interns in trail/restoration techniques; may be asked to attend training and leadership workshops on the latest trail/restoration techniques and other relevant topics.
- Assists in promoting and conducting outreach for RMFI programs.
- Assists in implementing environmental education curriculum on select programs.

**REQUIRED SKILLS and ABILITIES:**

- Must be vaccinated or prove religious/medical exemption.
- Strong conservation ethic and passion for public lands stewardship.
- Strong belief in RMFI's mission. Familiarity with our core project areas is helpful.
- Must have a valid driver's license and good driving record.
- Ability to participate in vigorous physical activity for extended periods of time at altitudes up to 11,000+ feet.
- Ability to lift and move a minimum of 40 pounds.
- Current Wilderness First Responder certification.
- Current S-212 Wildland Fire Chainsaw certification or equivalent certification.
- Crosscut saw certification and experience encouraged.
- Trail building and trail maintenance experience, including strong rockwork and chainsaw experience.
- Natural area restoration including social trail closure, erosion mitigation, post-wildland fire restoration, and invasive species control.
- Experience working with rigging equipment such as griphoists, highlines, and bear hangs.
- Experience working with mule and/or llama pack strings is helpful.
- Extensive experience and proficiency in traveling and living in mountain backcountry environments.
- Experience conducting trail assessments and surveys using TRACS, Survey123, or other similar technology desired.
- Desired, but not required, Bachelor's degree in Environmental Science, Natural Resource Management, Geography, or related field.
- Must pass a pre-employment background check.

**REQUIRED LEADERSHIP EXPERIENCE:**

- Experience supervising youth conservation corps, AmeriCorps, or other volunteer groups in an outdoor setting.
- Experience in environmental education, volunteer stewardship, outdoor guiding, or related industry.
- Ability to work safely in sometimes-stressful conditions. Extended stays in the field of up to 18 days may be required.

- Self-starter who demonstrates the ability to take initiative, set goals, and achieve them both independently and cooperatively as a team member.
- Ability to present your ideas clearly and effectively through oral and written communication.
- Ability to respectfully work with a variety of volunteers and students of varying ages and abilities to effectively accomplish project goals. Excellent people skills, a sense of humor, and a positive attitude are a must!
- Ability to solve problems quickly and independently.
- Ability to prioritize and work on multiple projects simultaneously.

### **WORK SCHEDULE:**

RMFI will hire a number of full-time, seasonal Field Coordinators to work from March through October with the possibility of work extending into November depending upon the availability of project funding. The work schedule is very dynamic; the FC will work an average of 40 hours per week for day work, though hours can fluctuate heavily week-to-week depending on projects. The FC may work up to 70 hours per week for backcountry work and may spend up to 18 consecutive days in the field. The FC can expect to work both front-country day projects and several opportunities for backcountry hitches that can range from 5 – 18 continuous days in the field. The position requires extensive travel, fieldwork, and evening and weekend work. This position is field-based, though office time is required for this position and the FC can expect an 85/15 field to office ratio. This position is seasonal (March-October). Heavy backcountry work can be expected between June and October 2023.

### **WAGES and BENEFITS:**

The Field Coordinator position is paid hourly. Pay is consistent with industry standards and will be determined based on experience (anticipated hourly pay range is \$15.50-\$18.50/hour depending on experience, certifications and qualifications). For overnight programs, the FC is paid a day rate (10 hours/day); food and field supplies are provided. Travel with a personal vehicle, if required, is reimbursed at the federal rate. Additional benefits include paid sick leave, pro-deal discounts on outdoor gear and equipment, and paid training opportunities where appropriate. Employees meeting certain tenure requirements are eligible to participate in RMFI's SIMPLE IRA retirement plan, including employer contributions of up to 3% to match the employee's contributions to the plan.

### **TO APPLY:**

1. Complete the RMFI Employment Application by visiting this [webpage](#).
2. Please email your cover letter and resume in PDF format to [jobs@rmfi.org](mailto:jobs@rmfi.org) with "RMFI Field Coordinator\_YourName" in the subject line.
3. The successful candidate will be required to complete and pass a pre-employment background check. RMFI will notify you of the steps involved in this process after an

official offer has been made.

Applications will be accepted on a rolling basis until all positions are filled. Interviews of well-qualified applicants are anticipated to begin in late January/early February 2023.

***The Rocky Mountain Field Institute is committed to a policy of equal treatment and opportunity in every aspect of its relations with staff members and prospective employees, and will not discriminate against applicants for employment because of race, creed, color, national origin, age, disability, marital status, sex, or sexual orientation.***

***RMFI respectfully acknowledges that our work takes place on the traditional unceded territory of the Cheyenne, Núu-~~agha-tǽvǽ-pǽ~~ (Ute), and Jicarilla Apache Nations, among others. We acknowledge the painful history of genocide and forced occupation of their territory, and we honor and respect the many diverse indigenous people connected to this land on which our work takes place.***

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