



# AmeriCorps Crew Leader

## *Salt Lake City Crew Leader*

*The Utah Conservation Corps (UCC) is an AmeriCorps program dedicated to developing the conservation leaders of tomorrow through service and education while improving the quality of public lands through partnership projects.*

### Position Information

- Term Dates: June 22 – November 17, 2017 (start date negotiable, prefer asap)
- Location(s): Position based in Salt Lake City, Utah  
Daily travel to project sites throughout the metro area; occasional travel to sites throughout the state
- Schedule: Full-time commitment, hours & schedule vary week to week (40-50 hrs)  
Nearly 100% time spent in the field and traveling to project sites
- Application: Submit the online application on [www.utahconservationcorps.org](http://www.utahconservationcorps.org)  
Positions open until filled

### Position Description

The UCC Crew Leader is an AmeriCorps position that provides direct leadership to a 4-person field crew. Crew Leaders are responsible for preparing and leading their crew in the completion of conservation projects, as well as ensuring that UCC policies and procedures are followed, facilitating education time with their crew, communicating with project sponsors, and recording important project outcome data. Project schedules vary by crew and may include habitat restoration, trail building & maintenance, invasive species removal, re-vegetation, fence building, and forest fuels reduction.

Salt Lake City based crews live in a metropolitan area and are frequently assigned to urban-based conservation project work. During local projects, crews return to their place of residence each night. Occasionally, the crew will be asked to travel and camp. Crew Leaders selected to base in Salt Lake City must demonstrate a passion and commitment to urban conservation and the living/working conditions.

The Crew Leader position is an AmeriCorps term. The crew leader will receive in field training.

### Responsibilities

#### 1. Conservation Project Leadership

- Ensure that UCC policies and procedures are being followed at the project site, camp site, and during travel

- Ensure a safe working environment
  - Ensure that the crew is adequately equipped and prepared for project work and working/living conditions, including working through inclement weather and working and living in back country settings
  - Provide primary in-field leadership to accomplish daily/weekly project outcomes
  - Communicate with UCC field staff and project partner (agency) staff about project goals, progress, techniques, problems, etc
  - Ensure that the crew has essential information, tools and supplies to complete assigned project work, travel to project site, and camp near project site.
- 2. Crew Member Leadership & Development**
- Provide in-field guidance, training, and direction to crew members
  - Facilitate positive crew dynamics and crew member development
  - Facilitate conflict management and resolution within the crew
  - Document crew member incidents and behaviors related to policy violations and disciplinary action; report to field staff in an appropriate and timely manner
  - Communicate with field staff about crew dynamics
  - Lead and/or facilitate weekly environmental education hours
- 3. Documentation & Reporting**
- Complete documentation and reporting as assigned by UCC field staff including, but not limited to:
    - i. Weekly Progress Reporting
    - ii. Vehicle Inspection
    - iii. Daily Safety logs
    - iv. Incident reports
    - v. Crew Member check-ins and evaluations
    - vi. Debrief notes
    - vii. Tool and equipment logs
- 4. UCC Program Leadership**
- Work with co-leaders and field staff to plan, organize, and implement UCC program components, including but not limited to:
    - i. summer and fall crew member trainings
    - ii. crew rig-up/de-rig
    - iii. crew debriefs
  - Act in the front line of uncertainty and discomfort employing skills of motivation, problem-solving, creativity, and adaptability
  - Collaborate and communicate with field staff to conduct risk assessment and management at UCC project and camp sites
  - Give and receive constructive feedback with field staff in a timely manner
- 5. Other**
- Other duties, as assigned

## Qualifications

- Leadership experience and demonstrated leadership skills
  - Teaching, training, and mentoring
  - Conflict management & resolution
  - Effective communication & interpersonal Skills
- Previous conservation corps, public lands agency, or similar experience

- Chainsaw experience, preferred
- Trail maintenance and construction experience, preferred
- Demonstrated outdoor skills
  - Camping experience, including backpacking, preferred
- Alignment to UCC mission and values of safety, service, community, inclusivity, positivity, and commitment (see full mission and values statements at the end of this document)
- Wilderness First Aid or Wilderness First Responder certification, preferred

## Requirements

- Support of UCC Mission & Values and a positive, “getting things done for America” attitude
- Commitment to crew member development
- Flexibility – ability and desire to work in a dynamic environment and take on change
- Ability and willingness to think creatively, adapt, adjust, and problem solve in order to complete project assignments
- Ability and willingness to work an irregular schedule
- Ability, willingness, and desire to live out of a tent and work in a variety of weather conditions
- Willingness and physical ability to work on a variety of conservation projects, which may include, but is not limited to, 8-10 hour days using chainsaws, hand tools, or applying herbicide.
- Employ proactive, active, and effective communication
- Maturity
- At least 21 years of age
- U.S. Citizen or Permanent Resident
- Proof of a valid driver’s license
- Eligible to enroll in AmeriCorps

## Benefits

- AmeriCorps Living Allowance, \$725.00 paid twice per month
- AmeriCorps Education Award
- Forbearance on qualifying student loans while in service
- Valuable Conservation Leadership experience
- Working with land management agency professionals

## To Apply

Complete the UCC Online Application found at [www.utahconservationcorps.org](http://www.utahconservationcorps.org).

*You will need to attach a resume and list of 3 professional references to the online application.*

Application reviewed upon receipt. Position is open until filled.

Contact: Greta Schen  
 UCC Program Support Specialist  
 gretaksl@gmail.com  
 (435) 797-0964 x1

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**UCC's Mission**

*"Utah Conservation Corps develops the conservation leaders of tomorrow through service and education."*

**UCC's Values & Culture Statement**

*"Utah Conservation Corps is committed to an inclusive culture of community service in a safe and positive environment."*

**UCC's Zero Tolerance Policies**

The following behaviors may result in immediate termination. At no time may the UCC AmeriCorps member:

1. Engage in any activity that is illegal under local, state, or federal law, including possession or use of illegal drugs
2. Engage in activities that pose a significant safety risk to others or physically or emotionally damage members of the program or community
3. Possess or consume alcoholic beverages during the performance of service activities or while living and working at the UCC project site, camp site, or in UCC vehicles
4. Be under the influence of alcohol or illegal drugs during the performance of service activities
5. Fail to notify the UCC of a criminal arrest or conviction during the term of service