



Vermont Youth Conservation Corps
1949 East Main Street
Richmond, Vermont 05477
802.434.3969
info@vycc.org
www.vycc.org

Field Assistant Job Description

Overview

The Field Assistant position is a six-month, full-time temporary position that will involve supervisory, field, and administrative responsibilities. The successful candidate must feel at home both in the field and in the office and will focus on the development and support of the 18 crews that currently comprise the Conservation Program of the Vermont Youth Conservation Corps. The Field Assistant is supervised by the Program Manager.

The Field Assistant will work as part of a highly motivated professional team to assist in all aspects of the VYCC Conservation Program which may include but is not limited to areas such as Field Staff hiring, training, and supervision, Corps Member recruitment, and work project management. The right candidate will be confident, have the ability to work independently as well as within a close team, and have a strong desire to manage a statewide conservation work and education program.

The Field Assistant will work closely with the Program Staff to gain a full understanding of the program mission, goals, and processes. During the pre-season planning months, the Field Assistant will focus on the development of Crew Leader training (both in planning and preparation) and Crew Leader and Corps Member hiring and recruitment. During the field season, the Field Assistant will serve as front-line trainer and field support for crews, supervise and evaluate Crew Leaders, lead training and educational sessions for Crew Leaders and Corps Members, and manage logistics. The Field Assistant must possess exceptional time management skills, the ability to effectively juggle competing priorities, follow through with multiple on-going responsibilities, and have a strong desire to take on a leadership role in a dynamic and challenging program.

During the Spring/Summer Field Season this position involves a great deal of travel and long hours. The right candidate will have stamina, a passion for spending several days at a time in the field, and must be able to work evenings and weekends.

Due to the dynamic nature of the VYCC, all staff may be asked to take on additional responsibilities as they develop.

Environmental Factors

The Field Assistant will be based out of the VYCC Headquarters Office in Richmond, VT. The office currently houses 14 full-time staff, as well as varying numbers of interns and volunteers who assist with special projects throughout the year. The Field Assistant must be able to maintain focus and productivity amidst a bustling office atmosphere while sharing office space with others. The Vermont Youth Conservation Corps is an organization that cultivates success using a team approach. Full-time staff needs to balance personal initiative and independence with an ability to effectively utilize the team process.

The Vermont Youth Conservation Corps

The VYCC is a non-profit service, conservation, and education organization modeled after the 1930's Civilian Conservation Corps. The VYCC instills the values of personal responsibility, hard work, education, and respect for the environment in young people. Corps Members, young adults 16-24, work, live, and study together in small groups, completing priority conservation projects throughout Vermont under the guidance of highly-trained leaders.

Primary Responsibilities

Off-Season Duties (March-April):

- Assist with pre-season bulk food ordering
- Assist with pre-season spike, tool, 1st aid, and equipment purchasing
- Participate in Corps Member outreach events
- Recruit, interview, and hire Corps Members
- Recruit, interview, and hire Field Staff
- Market the program and projects
- Develop educational program components

Field Season Duties (May – September):

- Train, advise, and evaluate Field Staff
- Assist with Field Staff training
- Supervise approximately 10 seasonal Field Staff, including providing evening and weekend on-call support
- Provide technical project and crew management support to crews
- Evaluate health and safety of crew work sites
- Facilitate group dynamics and morale issues on crews
- Assist with program logistics and events such as crew start-ups, closures, and Open Houses
- Assist with end of season wrap-up, inventory, equipment management, data entry, and grant reporting

Minimum Qualifications

- Solid belief in the Vermont Youth Conservation Corps mission
- Degree in Natural Resources, Environmental Studies, Education, or equivalent experience in conservation work and education programs
- Previous experience with, or the ability to learn technical work, and residential camping techniques
- Exceptional time management, organizational skills, and attention to detail
- Excellent interpersonal skills and verbal communication skills
- Dedication to the field program, mission, and willingness to uphold and enforce all VYCC rules and policies
- Ability to manage complex logistics
- Excellent physical and emotional stamina

- Excellent written and oral communication skills
- Valid driver's license and good driving record
- Reliable personal vehicle
- Standard First Aid and CPR or equivalent

Compensation

- Annualized salary, exempt from overtime
- Organizational dedication to on-going professional development

Start Date

- March 1, 2012 (tentative)

To Apply

Please send a cover letter, resume, and contact information for three professional references to the address below by November 14th, 2011.

2012 Field Assistant Search
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