



**Title:** Field Supervisor  
**Reports to:** Field Program Director  
**Salary:** Group 2 (\$30,000-\$33,000)  
**Location:** Flagstaff, AZ  
**Status:** Full Time, Exempt, Seasonal  
**Benefit Eligible:** Full, per personnel policies

**Date:** 4/10/2018

**Summary:**

**Arizona Conservation Corps:**

The Arizona Conservation Corps (AZCC) is a program of Conservation Legacy, a non-profit service organization built on the legacy of the Civilian Conservation Corps (CCC) that operated from 1933-1942. AZCC provides youth and young adults opportunities to complete conservation projects on public lands throughout Arizona and surrounding states. AZCC runs programs almost year round from multiple operational bases in the state, including Tucson, Flagstaff, and Pinetop-Lakeside, with a summer Youth Conservation Corps (YCC) presence in many more communities.

**Position Summary:**

The Field Supervisor's primary responsibilities are training, supervising, and mentoring seasonal field staff including Crew Leaders, Assistant Crew Leaders, and YCC Mentors; assisting the Program Coordinators with recruitment and selection of leaders; providing technical support to crews on trail, range, and chainsaw projects; scouting projects and building relationships with on-the-ground partners; ensuring AZCC programming, policies, and procedures are implemented effectively in the field. The primary focus for this position is supporting crews and projects based out of the Flagstaff office. Both office and field work are required in this position, with frequent and prolonged trips to the field. The ability to work a flexible schedule is critical.

**Essential Responsibilities and Functions:**

**Field Support**

- Train, supervise, and mentor seasonal field staff including Crew Leaders, Assistant Crew Leaders, and YCC Mentors
- Provide technical and logistical support to AZCC crews operating on public lands in Arizona and beyond
- Assist with leadership trainings and member orientations
- Visit crews in the field frequently to support crews or to respond to other pressing needs and stay current on field perspective

**Project Support**

- Build and maintain relationships with on-the-ground partners on federal, state, municipal, and private lands in support of ongoing projects
- Scout projects prior to crews' work to generate project specifications, provide estimates for partners, and determine logistical needs
- Communicate work plans to Crew Leaders and YCC Mentors, ensuring they are prepared for projects in advance

- Collect data from crews on an ongoing basis, ensuring that photos, survey data, Corpsmember stories, project accomplishments, member evaluations, and partner evaluations are coming in from the field in a prompt and reliable manner.

### **Other Duties**

- Assist with recruitment and selection of Crew Leaders, Assistant Crew Leaders, and YCC Mentors
- Assist with fleet, shop, and equipment upkeep as needed
- Serve as the first choice for responder when the on call system is activated and available for after-hours support
- Assist with a wide variety of in-house and on-the-job trainings, including Wilderness First Aid, leave No Trace, leadership, trails, technical rock work, rigging, fencing, and chainsaw trainings.
- Assist with project reporting, compiling data, member information, and project accomplishments and creating narratives and summaries for various projects and partnerships.

### **Physical Requirements:**

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Field Supervisor is required to sit, stand, walk, speak and hear. The Field Supervisor may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she must be able to operate office equipment, telephone, and computer and reach with hands and arms. The Field Supervisor may be required to lift up to 50 pounds unassisted. The ability to drive an organizational vehicle is also required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

### **Qualifications:**

- Minimum of 2 years of experience in a Conservation Corps program.
- Experience with crew leadership; trail layout, design, construction, and maintenance; range projects including fencing and invasive species work; and chainsaw operation, maintenance, and repair.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- The ability to travel frequently and camp in remote environments with minimal support.
- Minimum of 1 year of supervising others in the work environment.
- Valid driver's license and an insurable driving record.
- Proficient in computer programs, databases, other technology.
- Must be able to pass all Conservation Legacy's criminal history checks.
- Current Wilderness First Responder certification

**To Apply:** Send resume and cover letter to Afton McKusick at [afton@conservationlegacy.org](mailto:afton@conservationlegacy.org).