



**Title:** Field Supervisor– Arizona Conservation Corps, Tucson, AZ **Date:** 8/6/2020

**Reports to:** Program Manager

**Salary:** Starting at \$ 35,568.00

**Location:** Tucson, AZ

**Status:** Full Time, Exempt, Seasonal

**Start Date:** On or around 8/24/20

**End Date:** 3/26/2021 (may be revised after start date is determined)

**Benefit Eligible:** Partial, per personnel policies

### **Summary:**

#### **Arizona Conservation Corps:**

Arizona Conservation Corps, a program of Conservation Legacy which is a national non-profit service organization, aims to continue the legacy of the Civilian Conservation Corps. AZCC is focused on connecting youth, young adults and recent era military veterans with conservation service work projects on public lands. Our programs promote professional and personal growth, experiential learning, and an ethic of natural resource stewardship while incorporating the guiding principles of community, dedication, challenge, integrity and fun! AZCC offers conservation service opportunities across Arizona and throughout the southwest that engage individuals and strengthen communities through service and conservation.

#### **Position Summary:**

The Field Supervisor's primary responsibilities are: recruiting, hiring, training, supervising, and mentoring seasonal field staff including Crew Leaders, and Assistant Crew Leaders; supporting and maintaining partnerships through partner coordination, project development, site scouting, project management, and reporting; overseeing and maintaining consistent quality control, risk management, and program integrity.

### **Essential Responsibilities and Functions:**

#### **Staff Support and Supervision**

- Work in collaboration with the Program Manager and other AZCC staff to recruit, hire, train, mentor, evaluate, supervise, and support local staff and crew leaders.
- Work with other staff on pressing projects when appropriate, including recruitment efforts and shop tasks.

#### **Project Support**

- Coordinate and schedule activities and projects with a diverse array of land managers.
- Determine and develop project expectations and specifications, working with project partners. Communicate work plans to Crew Leaders, ensuring that they are prepared and knowledgeable of projects prior to implementation.
- Actively engage in quality control and risk management through all phases of project planning, implementation, and evaluation.
- Maintain a staff presence in the field, including frequent overnight stays.
- Collect data from crews on an on-going basis. Maintain and organize multiple information systems and databases.
- Produce high quality reports for project and community partners.
- Communicate with and assist the Logistics staff to ensure the shop, fleet, equipment, and other practical crew needs are met

### **Other Duties**

- Assist with a wide variety of in-house trainings such as trainings on leadership, chainsaw operations, trail work, driving, Wilderness First Aid, and Leave No Trace, as well as a weeklong orientation for incoming Corps members. The Program Coordinator may also be involved with other on-the-job trainings such as advanced felling, rock work, fence construction and maintenance, rigging, and historic preservation.
- Participate in program promotional activities.
- Establish and maintain local recruitment contacts, schedule outreach events, and assist the Recruitment Team with interviews as appropriate.
- Serve as a responder to AZCC field emergencies and in the on call rotation.
- Assist with other general duties as needed or assigned by supervisor.

### **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:**

- Experience working for a Conservation Corps, or AmeriCorps program
- Two years minimum applied field experience in conservation or land management field work
- Demonstrated ability to mentor young adults working in remote outdoors settings performing arduous physical labor
- Technical competence and experience in dry stone masonry, full bench trail construction, chainsaw operations for riparian restoration and fuel reduction
- Proficiency with office equipment and software including Microsoft Office and database management; ability to manage data in an organized, consistent, and timely manner
- Strong interpersonal skills and the ability to interact and collaborate with a wide variety of staff, partners, and members
- Ability to pass Conservation Legacy's criminal history checks
- Must have valid driver's license and insurable driving record.

**To Apply:** Send cover letter, resume, and references directly to James Pitts, Program Manager ([james@conservationlegacy.org](mailto:james@conservationlegacy.org)). Position is open until filled and subject to close without notice. *Provide some examples of your experience in working effectively with diverse teams or a variety of populations, including those specific to the BIPOC community.*

Arizona Conservation Corps is a program of Conservation Legacy

*Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.*