

Staff Position Description



MISSION: FOSTERING CONSERVATION SERVICE IN SUPPORT OF COMMUNITIES AND ECOSYSTEMS

VISION: A LEGACY OF HEALTHY LANDS, AIR AND WATER; THRIVING PEOPLE AND RESILIENT COMMUNITIES

Title: Field Supervisor

Date: 2/14/2022

Reports to: Program Director

Starting Salary: Salary Group B (\$735-\$785 Weekly DOE)

Location: Tucson, AZ

Status: Full-Time, Seasonal Exempt

Benefit Eligible: Paid Time Off, Health Insurance if eligible

Position Dates: Starting ASAP/March 2022 - December 16th 2022, flexible term length depending on availability

Program Summary:

Arizona Conservation Corps (AZCC) operates conservation service programs across Arizona that empower individuals to positively impact their lives, their communities and the environment. AZCC has operational bases in Tucson, Flagstaff, and Pinetop. AZCC, a program of Conservation Legacy, aims to continue the legacy of the Civilian Conservation Corps of the 1930s. AZCC is focused on connecting youth, young adults and recent era military veterans with conservation service work projects on public lands.

Position Summary:

The Field Supervisor's primary responsibilities are: training, supervising, and mentoring seasonal field staff including Crew Leaders and Assistant Crew Leaders; technical and logistical support for Field Crews; building and maintaining relationships with project partners; ensuring consistent quality control, risk management, and program integrity and completing administrative functions including the development of project specifications and post-project reporting. Both office and field work are required in this position and the ability to work a flexible schedule is critical.

Essential Responsibilities and Functions:

Project Support

- Build and maintain strong working relationships with a diverse array of land managers.
- Assist with a wide variety of in-house trainings such as trainings on leadership, chainsaw or crosscut operations, trail work, driving, Wilderness First Aid, and Leave No Trace, as well as a weeklong orientation for incoming Corps members. The Field Supervisor may also be involved with other on-the-job trainings such as advanced felling, fence construction and maintenance, rigging, and historic preservation.
- 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.
- Ensure project work is completed to standards and expectations of the partnership and program.
- Collect data from crews on an on-going basis. Maintain and organize multiple information systems and databases.
- Serve as a responder to AZCC field emergencies, including being "on-call" for after-hours support.

Staff Support and Supervision

- Work in collaboration with the Program Director and other AZCC staff to train, mentor, evaluate, supervise, and support local staff, crew leaders and members.
- Work with other staff on pressing projects when appropriate, including recruitment efforts and shop tasks.
- Work in collaboration with the Administrative, Recruitment and Management Teams to ensure all systems and paperwork is processed in a timely manner.
- Promote 'esprit de corps' within crews and staff.
- Communicate clearly with Conservation Legacy staff and supervisors

Other Duties

- Successfully engage, lead and support an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Participate in program promotional activities.
- Assist with other general duties as needed or assigned by supervisor.
- Fill in as needed to support crews in the field.

Physical Requirements:

Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. This position will require periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions this position is required to sit, stand, walk, speak and hear. This position *may* be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. They must be able to operate office equipment, telephone, and computer. 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.** Disclosure of needs are encouraged to be made upon job offer and throughout employment at Conservation Legacy.

Minimum Qualifications:

- Exhibits the ability to effectively work on diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Minimum of two years of experience in youth development or corps field.
- Experience with influencing diverse groups of employees to achieve common goals.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- The ability to carry out assigned work independently or with minimal supervision.
- The ability to communicate effectively, manage complexity cultivate innovation, drive and influence results of oneself and others.
- The ability to work well with others and to seek assistance when needed to carry out assignments.
- Familiarity with Microsoft Office programs and applications, or similar platforms.
- Ability to keep others, in remote locations, accountable to expectations.
- Valid Driver's License and Insurable Driving Record
- Must be able to pass Conservation Legacy's Criminal History Checks.
- Experience leading Conservation Legacy programs, members or administrative systems.
- Strong interpersonal skills and the ability to interact with a wide variety of staff, partners, and members

Preferred Qualifications:

- Two years minimum applied field experience in conservation or land management field work
- Technical competence and experience in dry stone masonry, full bench trail construction, trail maintenance, fence construction and maintenance, crosscut saw operation and maintenance, chainsaw operations for riparian restoration and fuel reduction.
- Demonstrated ability to mentor young adults working in remote outdoors settings performing arduous physical labor
- Proficiency with office equipment and software including Microsoft Office and database management; ability to manage data in an organized, consistent, and timely manner

To Apply: Send Cover letter and resume to James Pitts at james@conservationlegacy.org Subject line in this email must include "Applicant".

Cover Letter must include a response to the following question: ***Provide some examples of your experience working effectively with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.***

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.