



**Northwest Service Corps
Crew Leader Position Description
September 2017 – March 2018
(Portland, OR)**

Position:	Northwest Service Corps (NSC) — Crew Leader
Position Type:	Field-based staff position
Location:	Based out of Portland, OR; project locations vary
Salary:	\$2,450 per month
Benefits:	Paid leadership training; health and dental insurance after 3 months employment; professional trainings and certifications; \$10/day food allowance while on spike
Program Dates:	September 18 th Orientation – March 3 rd Graduation Tentative staff training September 4 th -13 th
Application Process:	Visit https://www.nwyouthcorps.org/joinNYC
Questions/Contact:	Ingrý Thurow, NSC Program Coordinator Email: ingryt@nwyouthcorps.org Office: (541) 349-7512

Organization Overview

Northwest Youth Corps (NYC) is a non-profit organization dedicated to empowering youth and young adults to become successful, resilient members of their communities. To achieve this, NYC provides a variety of outdoors, conservation-specific programs to youth and young adults throughout the Northwest emphasizing education, leadership, and personal growth.

The Northwest Service Corps (NSC) program was created to offer professional development and training for young adults aged 19 to 24, who are out of school and out of work. The NSC program integrates team-based work projects, education, and professional trainings into a program that stresses personal growth and the development of conservation work skills. Participants will earn industry recognized certifications while working on conservation, recreation, and maintenance projects.

Helping Youth and Young Adults Achieve Success

NYC Crew Leaders understand that being a leader is much more than being a boss. They are mentors, confidantes, educators, and recreation trip leaders and they find satisfaction in providing a safe environment in which others can achieve success. They understand the value of experiential learning and are committed to spending five

months in the outdoors working hard and providing a healthy dose of fun while they're at it. They have the commitment, resiliency, and drive to carry them through the unexpected challenges that come along with the work.

They know that on the other side of five months, their crew members will be that much more passionate about environmental stewardship, community building, and their own life paths than when they arrived.

Staff Training

Staff earn a \$25/day stipend for attending a required 12-day staff training that prepares them for a successful season. Training includes:

- NYC philosophy and organization
- Risk management procedures
- Basic trail maintenance and construction
- Crew management
- Conservation techniques
- Judgment and decision-making
- Minimum impact camping
- Backcountry camping and travel
- Behavior management
- Driver training
- Chainsaw operation and maintenance
- Tool use and maintenance
- Anaphylaxis training

Duties and Responsibilities

Safety

Crew Leaders are responsible for the safety of program participants at all times. Safety is the number one priority in everything we do: work, education, and recreation.

Work Project Supervision

Crew Leaders are responsible for safely completing conservation and maintenance projects to high standards by training, working with, and supervising crews of eight young adult AmeriCorps Members (ages 19 – 24). Crew Leaders provide direction for AmeriCorps Members with specific attention to safe work practices, work quality, and production efficiency. Projects may be in located in urban areas or in remote settings with little contact to the “outside” world. Crew Leaders are expected to problem-solve and motivate their crew to complete very physically rigorous projects. Crew Leaders set the pace and tone, and are the hardest workers on the project site. This position is very physically, emotionally, and mentally demanding. Crew Leaders will lift heavy loads, hike long miles, and work long hours.

Specific projects will vary week to week and may include the following: park maintenance, invasive species removal, trail building and maintenance, and chainsaw work (forest fuels

reduction). This crew in particular will be focused on invasive species removal and other restoration projects.

Schedule

This crew will likely be 50% spike-based. This means that the crew will camp at or near their project site for 5-10 days at a time and will have 2-5 days off in between spikes. The other 50% of their term is likely to be spent completing in-town projects where the crew goes home each night and works Monday through Friday with weekends off. The Program Coordinator will work with the Crew Leader to provide a schedule ahead of time.

Vacation time is not accounted for with this position due to its seasonal nature.

Education

Crew Leaders are required to lead or help facilitate a variety of field trainings including chainsaw use and maintenance, brush cutter use, trail building and maintenance, invasive plant removal, and potentially herbicide application. Crew leaders will also spend at least two hours per week leading formal discussions and lessons based on the Northwest Service Corps Educational Curriculum. Crew Leaders provide ongoing support and timely feedback for program participants, including a mid-season evaluation and an exit evaluation at the end of the term.

Leadership

Crew Leaders manage, supervise, and participate in all aspects of crew life from hauling rocks to setting up camp. They delegate responsibilities to crew members, supervise camp operations, maintain crew discipline, help resolve conflicts, and establish/maintain crew morale. Leaders provide formal and informal feedback and evaluations to AmeriCorps Members with specific attention to work productivity and quality, teamwork, and leadership. Leaders provide support for participants' personal growth through the creation of Individual Development Plans. Crew Leaders must keep in consistent communication with Woodsbosses, Program Coordinators, and Program Managers as needed through daily paperwork, punctual phone check-ins, and periodic in-person meetings. Crew Leaders will receive feedback on their performance and are challenged to expand their own leadership skills within this program.

Spike Camp

This crew will complete multiple projects where spike camping is required. Camp is usually located near or at the project site, Crews work between 8-10 hours/day toward project completion, with ½ hour lunch breaks. After work, crews will have down time, interspersed with some formal educational discussions which are the responsibility of the Crew Leader to facilitate. All Crew Leaders and AmeriCorps Members are responsible for providing, cooking and cleaning up their own meals. NYC will provide a basic camp kitchen including stove, pots & pans, propane, utensils, water containers, washtubs, dish soap, and so on.

Required Qualifications

- At least 21 years old
- Current Wilderness First Aid or higher and CPR certification
- Current Driver's License
- Clean driving record for the past three years (Driver's License Background Check required)
- Professional/recreational outdoor experience, preferably working with young adults
- Excellent organization and time management skills
- Ability to lift and/or move up to 70 pounds and backpack 10 miles
- Willingness and ability to frequently drive an NYC vehicle
- Ability to work collaboratively and promote teamwork
- Good judgment and decision making skills
- Sense of humor, spirit of adventure, and desire to make a positive difference in the lives of others and the environment
- Experience/desire in working with diverse populations

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Apply online at www.nwyouthcorps.org/JoinNYC.

Please indicate **Northwest Service Corps (NSC)** in your Cover Letter before submission. Contact Kaisa Lightfoot at kaisal@nwyouthcorps.org if you have any questions about the application process. Additional program information can be found at www.northwestyouthcorps.org.

NYC is an Equal Opportunity Employer

