



Northwest Youth Corps Woodsboss, Position Description



POSITION: Woodsboss (Field Coordinator)
START DATE: 5/22/2017-9/15/2017 flexible end date

PAY SCALE: \$110 per day with transportation, camping locations, and some meals provided

TERMS OF EMPLOYMENT: Full-time, seasonal position

PROGRAM BACKGROUND

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.

Since 1984, NYC and its resource management partners have provided opportunities to over 19,000 youth and young adults to learn, grow, and experience success. NYC's programs serve over 800 youth and young adults annually, with programs operating in Oregon, Washington, Idaho, and California. Idaho Conservation Corps (ICC) is a program of Northwest Youth Corps.

JOB DESCRIPTION

The Woodsboss is responsible for providing field support to youth and young adult crews. This includes, but is not limited to ensuring projects are to partner and NYC/ICC specifications and NYC/ICC standards, camps are to NYC/ICC standards; that they are clean, safe, and follow organizational protocol; and that seasonal staff presents a rich educational program. A Woodsboss may also manage some weekends, recreational trips, and be responsible for resupplying crew food and equipment. The Woodsboss will interface with project sponsors and parents to ensure participants are comfortable with the program. The Woodsboss has a primary role with seasonal staff training and evaluation.

The Woodsboss spends the season traveling to crews assigned in their region providing field support. The position requires flexibility as it has long days and hours. Days off are coordinated with your Program Manager.

DUTIES AND RESPONSIBILITIES

- ***Personnel:*** The Woodsboss is responsible for the training, supervision, coordination and performance of field staff as well as the overall performance of field youth and/or young adult crews.
- ***Administrative:*** The Woodsboss is responsible for completing required paperwork associated with their program. The Woodsboss is responsible for collection and disbursement of field staff paperwork (petty cash, mileage reports, time sheets, etc.).
- ***Management:*** The Woodsboss typically supervises seasonal program field staff and participants, and provides necessary ongoing training and technical support to ensure projects are being completed in a safe, professional and productive manner. Supports repair and maintenance of tools and equipment as required as well as organizing, procurement and packing of food for crew modules.
- ***Field Opportunities:*** Woodsboss will work with crews in the field on a weekly basis. Friday's may be reserved for shop days to gather necessary tools and resupply for the following weeks projects and delivering it to crews in the field. Additionally, Woodsboss will lead, supervise, and plan weekend activities for crews.

REQUIREMENTS

- ***Education:*** Prefer college education in outdoor recreation, forestry, environmental education, resource management, landscape architecture or a related field.
- ***Experience:*** Applications will be reviewed considering all relevant experience relating to youth leadership, outdoor recreation, environmental education or forestry background. Experience leading or supervising a group or team and experience managing outdoor projects. Experience working on manual labor projects, using hand tools, operating chainsaws and driving 15 passenger vans is desirable.

- Certification: Current wilderness first aid or CPR certifications are required; or willing to obtain. Applicants must be able to demonstrate an acceptable driving record during the last three years.
- Physical Condition: Applicants must be in good physical condition and capable of working long hours on strenuous, labor intensive projects. Work projects often require heavy lifting, constant bending, digging, and long hikes to and from the worksite. Applicants must be able to backpack 7 miles and lift up to 50 lbs.