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| **Job Title:** Staff Crew Leader | **Reports to:** Regional Program Manager |
| **Classification:**Seasonal, Full Time | **Exempt/Non-Exempt:**Non-Exempt |
| **Date:** October 7, 2019 | **Access to Vulnerable Populations[[1]](#endnote-1):**No |

**Position Summary:** Primary duties of the Crew Leader (CL) include assuring the successful completion of Montana Conservation Corps (MCC) natural resource and community service projects, on-site management of a crew, monitoring of crew dynamics to ensure a high level of crew motivation and functioning, as well as the delivery of the full range of MCC program components. The CL is the primary in-field liaison between Regional staff and the on-site project partner or technical advisor. The CL ensures that MCC policies and procedures are followed by all Crew Members on the crew. The CL also will establish and maintain a good working relationship with other Crew Leaders and Members, project partners, community partners, regional and statewide staff.

Crew Leaders understand that commitment, flexibility and self-motivation are integral to maintaining the high expectations placed upon them. They use their training, experience and commitment to facilitate their crew’s development. They are creative in their approach to problem solving and motivating others, and are invested in the idea that their personal development and growth as a leader are most fully realized when used in service to their crews, their communities and the environment.

**Programmatic Duties:**

* Ability to work long hours in challenging conditions, often with very little direct supervision
* Guide, support and assist Crew Members to insure quality work performance, safety, and crew well-being
* Communicate and organize service work in conjunction with the partner/land management agency’s technical advisor; assure project completion to the satisfaction of partner expectations
* Ensure safety as the top priority during all MCC activities and projects; promote a ‘culture of safety’ with emphasis on adherence to MCC policies and procedures
* Implement fair and appropriate discipline and behavior management of Crew Members as needed
* Oversee implementation of all elements of the Crew Member Development program, including delivery of MCC’s formal education curriculum, ensuring successful Crew Member performance of crew roles and by providing opportunities for Crew Members feel empowered to take on leadership roles
* Instruct Crew Members in all relevant technical project skills necessary to promote safety and high quality project completion. Skills include, but are not limited to: situational awareness, proper tool use, ergonomics/body mechanics and appropriate methods for project implementation which meet partner agency standards
* Teach Crew Members all relevant camp-life skills, including, but not limited to: leave-no-trace ethics, group kitchen setup/use, hygiene methods and waste management
* Assist regional staff with recruitment of Crew Members, where possible
* Provide technical, logistical and leadership support to crews and individual Crew Members
* Promote a positive public image for MCC by wearing the MCC uniform and acting in a professional and respectful manner at all times while representing MCC
* Attend and assist in MCC-hosted service days with members of the community and other MCC events
* Fulfill other program-specific requirements such as those focused on civic engagement
* Demonstrate an ability to work across differences to promote inclusion of all participants

**Administrative Duties:**

* Maintain accurate records, including timesheets, personnel, Crew Member development, inventory, safety and work project records
* Complete and submit required reports and other paperwork in a timely manner before end of term of service
* Write and deliver Crew Member evaluations; include both positive feedback and areas of potential improvement

**Qualifications & Skills:**

* Minimum age of 21
* Previous leadership experience, skills and training
* Previous leadership position within a conservation corps program, preference given to leaders who have completed MCC’s Leadership Development Program
* Possess relevant technical skills, including, but not limited to, trail maintenance and construction, crosscut and chainsaw use and maintenance, fencing, stream bank restoration, back country travel and other natural resource work. Applicant should also possess experience with a wide range of power and hand tools
* Sawyer skills necessary to obtain operator certification at, or above, *B-Sawyer Felling and Bucking* level
* Current Wilderness Advanced First-Aid/CPR certification required, advanced levels of First-Aid preferred
* Effective written and oral communication skills
* A valid driver’s license, ability to pass a Motor Vehicle Records check and ability to be insurable per MCC parameters
* US Citizenship or ability to work in the US
* Ability to pass a Criminal History Check
* Ability to hike 3-20 miles per day in terrain that can be steep, rocky or uneven, often wearing a 45lb backpack and carrying tools
* Ability to lift up to 35 pounds repeatedly and use hand and power tools
* Willingness to work long, hard hours in all weather conditions; ability to be away on overnight trips for up to two weeks at a time, often camping in a tent

*MCC seeks to provide access and opportunity to a diverse group of staff and participants, while continuing to identify and reduce barriers to being involved in our organization and programs.  We encourage applicants of all backgrounds to apply*

*While this position description describes the general nature and level of work being performed by people assigned to this position, it is not an exhaustive list of all responsibilities, duties, and skills required. All Montana Conservation Corps positions may be required to perform duties outside of their normal responsibilities.*

1. Vulnerable Populations, per National Service Criminal History Check Guidance, include children age 17 or younger, persons age 60 and older, and/or individuals with disabilities. “Individuals with disabilities” has the same meaning given to the term in the Rehabilitation Act in 29 U.S.C. § 705(20)(B), and includes any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having an impairment. [↑](#endnote-ref-1)