

**MONTANA CONSERVATION CORPS**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** Wildlands Restoration Team Crew Leader | **Reports to:** Wildlands Restoration Coordinator |
| **Classification:**Seasonal Full-Time | **Exempt/Non-Exempt:**Non-Exempt |
| **Date:** October 7, 2019 | **Access to Vulnerable Populations:**No |

**Position Overview:**

Wildlands Restoration Team (WRT) crews gain valuable professional and practical experience in the growing fields of resource conservation and ecological restoration. The WRT team leader utilizes various management techniques for habitat and wildland restoration such as; treatment/removal of invasive species, inventorying wildlife habitat, marking timber for fuels management, and GPS data collecting. Primary duties of the staff Wildlands Restoration Team Crew Leader (WRT-CL) include assuring the successful completion of MCC natural resource and community service projects, on-site management of a crew, maintenance of crew dynamics to insure a high level of crew functioning and the delivery of the full range of MCC program components. The WRT-CL works under the supervision of Wildlands Restoration Coordinator. The WRT-CL is the primary in-field liaison between Regional staff and the project sponsor or technical advisor. The WRT-CL insures that MCC policies and procedures are followed by all Corps Members on the crew.

WRT 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.

**Principal Duties and Responsibilities**:

*Programmatic Duties:*

* Ability to work long hours in challenging conditions, often with very little direct supervision
* Guide, support and assist Corps Members to insure quality work performance, safety, and crew well being
* Communicate and organize service work in conjunction with the sponsor/technical advisor; assure project completion to the satisfaction of sponsor expectations
* Ensure safety is the top priority during all MCC activities and projects; promote a ‘culture of safety’ with emphasis on adherence to MCC policies and procedures.
* Follow all MCC policies and procedures; assure crew compliance to promote safe, well-functioning crews
* Implement fair and appropriate discipline of Corps 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
* Assist Regional staff with recruitment of Corps Members, where possible
* Teach Corps Members all relevant technical project and camp/life skills necessary to insure safety and high quality project completion
* Provide technical, logistical, and leadership support to crews and individual Corps 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 REQUIRED EDUCATION AND EXPERIENCE:*

* Minimum age of 21
* Previous leadership experience, skills and training, preferably in a corps, or similar setting
* Previous invasive species identification or mitigation experience
* Current Wilderness Advanced First Aid/CPR training
* Seasonal availability; May to August
* Effective written and oral communication skills
* Valid driver’s license, ability to pass a motor vehicle records check and become insurable to MCC criteria
* US Citizenship or ability to work in the US
* Ability to pass a Criminal History check
* WAFA is required by the start of the season and training is reimbursable to allotted amount

*PREFERRED EDUCATION AND EXPERIENCE:*

* Previous or current applicators license is preferred

*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.*