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Staff Position Description

Position:	Team Leader (Field Coordinator)
Program:	MN Energy Climate Corps
Location:	North Minneapolis, MN
Date Posted:	July 18, 2023
Reports To:	Program Manager
Salary:	\$20.00 per hour
Schedule:	Monday through Thursday, 7:00 AM – 5:30 PM (typical) or Monday through Friday, 8:00 AM - 4:30 PM. Hours will vary and may include some evenings and/or weekends, including multiple-day travel to service sites. This is a non-exempt, full-time position.
Benefits:	Health and dental insurance, paid time off, 401(k) Safe Harbor retirement saving plan.

Conservation Corps Minnesota & Iowa (CCMI) is a 501(c)(3) nonprofit organization and AmeriCorps grantee that engages hundreds of youth and young adults each year in programs and initiatives that improve access to outdoor recreation, restore natural habitat, protect waterways, and respond to community needs and natural disasters. **Our mission** is to engage youth and young adults in meaningful service, leadership development, and environmental stewardship. **Our vision** is a world in which everyone has equitable access to nature, is equipped to succeed in career and life, and is empowered to make a difference in conserving natural resources. Learn more at conservationcorps.org.

Our values embody safety, service, respect, equity, and community. In working toward our vision, we believe that it is important we commit to the following:

- Using equity as a lens for the work we do and decisions we make
- Building a shared vision surrounding Justice, Equity, Diversity, and Inclusion goals with our partnering organizations and communities, and
- Providing an equitable training environment and high-quality programming to all our participants.

Read our full Justice, Equity, Diversity, & Inclusion statement online at: conservationcorps.org/about/jedi/.

Position Summary:

The MN Energy Climate Corps is a new sustainability initiative whose goal is to mitigate climate change by cutting greenhouse gas emissions while training the next generation for energy-related careers. Our crews will implement energy efficiency and renewable energy measures in public buildings that will improve occupant conditions and help public organizations save money through energy efficiency. In this program, crews of AmeriCorps members led by staff Team Leaders will earn green job credentials and gain on-the-job experience providing wraparound energy services,

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including activities such as whole building energy audits and weatherization, basic HVAC maintenance, solar readiness assessments, public outreach, and more. Team Leaders set an example for young people through their attitude, ability, knowledge, attention to detail, and pride of work.

Relationships:

Supervises crew of 5 – 10 AmeriCorps members. Reports to Program Manager.

Key Responsibilities:

- Demonstrate and teach appropriate methods to complete energy conservation service projects, including safety practices, project techniques, teambuilding, and workforce skills.
- Maintain positive work and learning environment for the crew.
- Coordinate with staff, partners, and crew members on project details to ensure crews are properly equipped and compliant with Corps policies.
- Safely transport and direct crews at partner sites and on overnight camp or "spike operations" when traveling.
- Safely transport and direct crews on disaster relief operations, if needed.
- Track, document, and report crew members' time and attendance.
- Enter crew and project data in the automated project tracking system; prepare and process written reports and other administrative documents.
- Maintain and secure assigned property, including vehicles.
- Attend and participate in organizational meetings to improve programming.
- Review work accomplishment forms to ensure accuracy in reporting.

Qualifications:

- Leadership and programming experience (preferably with the 18-35 age group) and demonstrated ability to problem solve and respond competently to situations associated with managing young adults.
- Initiative to act independently with minimal supervision and ability to multi-task and be flexible with responsibilities.
- Excellent written and verbal communication skills for internal personnel management and external outreach.
- Ability to effectively explain and demonstrate safe work methods and practices.
- Working knowledge of energy conservation measures, building trades, and/or sustainability practices.
- Working knowledge of computer-based data collection and management.
- Demonstrated commitment to justice, equity, diversity, and inclusion, and working with diverse audiences.
- Experience with the use and maintenance of equipment including power and hand tools.
- Valid driver's license and safe driving record.
- High school diploma or equivalent is required.

While this position description describes the general nature and level of work being performed, it is not an exhaustive list of all responsibilities, duties, and skills required. All positions at CCMI may require duties outside of normal responsibilities.

CCMI is an Equal Opportunity Employer and is committed to creating an inclusive environment that values the diversity of its staff and members. Employment decisions with CCMI will be based on merit, qualifications, and abilities. CCMI does not discriminate in employment opportunities or

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practices based on race, color, creed, religion, sex, national origin, age, disability, veteran status, military service, union membership, marital status, familial status, sexual orientation, gender identity, status with regards to public assistance, genetic information or any other characteristic protected by law.

Women, minorities, and people with disabilities are strongly encouraged to apply.

How to Apply:

Qualified candidates should apply by sending a resume AND cover letter to HR@conservationcorps.org. Please include **MN Energy Climate Corps Team Leader** in the email subject line.

Application Deadline: September 1, 2023

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