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Staff Position Description

Position:	Field Coordinator
Program:	Summer Youth Corps (SYC)
Location:	Various: Office located in St. Paul, MN; travel required to various locations across the state
Date Posted:	February 26, 2025
Reports To:	SYC Program Manager
Salary:	\$845 per week (annual equivalent to \$43,940)
Schedule:	Full-time, seasonal exempt. Residential from May 16th – August 15th, 2025
Benefits:	ESST (18 hours total), paid holidays (Memorial Day, Juneteenth, and Independence Day). Training, lodging (campsite accommodations & equipment), transportation, & food provided for the duration of the program

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 cultivate a community of emerging leaders in service to people and the planet. Learn more at conservationcorps.org.

Our values embody safety, justice, stewardship, community, and leadership. In working to fulfill our mission, 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.

Summer Youth Corps (SYC) is a residential summer workforce development program for youth ages 15-18, led by AmeriCorps members ages 19-30. SYC members connect to the natural environment while they live, work, and recreate together for six weeks in small groups called crews. Individuals gain natural resource fieldwork experience and develop workforce readiness skills (e.g., leadership) while completing conservation and community improvement projects throughout Minnesota and neighboring states. SYC also has a long history of running crews of individuals who use American Sign Language (ASL) as their primary form of communication. Although ASL proficiency is not required for all positions prior to program start, all participants are expected to engage in learning opportunities to connect with youth and peers across language barriers.

Position Summary:

Field Coordinators will collaborate with one another, under the supervision of the Program Manager, to provide comprehensive support to crews throughout the summer season. Field Coordinators will

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complete a one-week intensive training, gaining the skills and resources necessary to facilitate training and lead participants through fieldwork and camp life aspects of their roles.

Field Coordinators will spend their summer living outdoors, camping, and traveling to various parks across Minnesota and the surrounding states. Each Field Coordinator will be the direct supervisor of 4-6 AmeriCorps Crew Leaders (two crews) and will check in weekly to listen, advise, and provide support for the overall success of the crew. This includes but is not limited to working alongside the crew to complete project tasks, serving as a mediator in conflict resolution, and providing advice and feedback to support the growth of members and leaders. Field Coordinators will collaborate with the Program Manager to complete various projects and tasks for continuous program development when not visiting and supporting youth crews. This season, there will be three Field Coordinators, each with a specific focus area: Operations, Education, and American Sign Language Interpreter.

The Field Coordinator focused on **operations** will primarily distribute, collect, and maintain all tools and equipment used throughout the program. The operations coordinator will also be responsible for planning and coordinating meals during training and supporting crew leaders through the food planning/ordering process. The ideal candidate will have excellent organizational skills and experience managing inventory and food orders for larger groups.

The Field Coordinator focused on **education** will primarily handle the distribution, collection, and teaching of educational materials and coordinate logistics for weekend and in-camp activities. The education coordinator will serve as a learning resource for youth members and crew leaders, manage the educational resource library, and help review and develop educational activities for future program use. The ideal candidate for this position will have a passion for outdoor environmental education and experience planning and leading lessons or trainings for small and large groups.

The Field Coordinator focused on **American Sign Language Interpretation (ASLI)** will primarily oversee the development of a supportive environment for SYC's ASL program participants. The ASLI coordinator will lead ASL lessons and games to build community between the ASL and non-ASL participants. The ASLI coordinator will also be expected to provide occasional simultaneous interpretation for trainings/meetings/announcements, as well as mentor and provide feedback to the emergent Sign Language interpreters serving as Field Specialists for the ASL crew. Deaf Interpreters or professional/certified Sign Language interpreters are strongly encouraged to apply.

In addition to their specific roles, Field Coordinators should expect to share the following responsibilities:

- Facilitate AmeriCorps trainings on topics such as CCMI policies, risk management, defensive driving, tool use, Leave No Trace principles, leadership, and youth engagement/development
- Promote, follow, and teach all safety requirements of OSHA, project hosts, and CCMI
- Ensure Safe and proper use and maintenance of vehicle fleet, tools, and other Corps-owned equipment
- Foster understanding of Deaf culture through learning American Sign Language and leading inclusive activities
- Actively listen to concerns of AmeriCorps and youth members and report key issues or concerns to the program manager
- Ensure crew leaders and youth meet daily/weekly expectations for education and training
- Serve as the direct supervisor of 4-6 AmeriCorps crew leaders during the summer, conduct mid- and end-term evaluations for these leaders, and provide support to other crew leaders as needed
- Indirectly supervise up to 40 youth participants

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- Frequent travel to visit crews in the field (conduct safety site visits to work with crews, assist crews with technical projects, and assist crew leaders with any issues that arise)
- Help prep and run basecamp events such as arrival/departure days and camp celebrations.
- Always model and enforce CCMI policies and provide explanation and reasoning should a policy be questioned
- Assist the Crew Leaders with behavior management, stepping in to address more severe concerns and violations
- Report all leader and youth behavioral and medical issues to the Program Manager
- Manage Corps inventory and keep all documentation of Corps equipment accurate and up to date
- Submit receipts and monthly expense reports through Concur for Program Manager review
- Produce final report at the end of summer

Qualifications:

- Experience working with 15- to 30-year-old individuals and ability to coach young people from diverse backgrounds to work safely and productively together on various projects as well as camp responsibilities
- Ability to evaluate crew leader performance and conduct behavior management with leaders and youth
- Willingness to learn and adapt to changing plans, work, and weather conditions
- Ability to work independently with minimal supervision to accomplish a wide variety of tasks in a safe and timely manner
- Excellent interpersonal and coaching skills
- Ability to work hard in an outdoor setting in adverse conditions with limited time off
- Ability to foster strong work habits, environmental ethics, youth leadership, and team unity
- Positive attitude, interest in community service, and desire to make a difference
- Working knowledge of conservation projects from various disciplines such as trail construction, invasive plant management, prairie/forest management, and understanding of tool safety and use preferred
- Fluency in American Sign Language preferred

Requirements:

- Must pass a criminal history check consisting of a National Sex Offender Public Website check, a state criminal history check, and a fingerprint-based FBI check. Passing the criminal history check is defined as no positive hits on the NSOPW and no history of violent offenses on the state or FBI checks.
- Valid driver's license, safe driving record (no major moving violations or DUIs in the past five years), and willingness and ability to drive 12-passenger vans

Additional Information:

Summer Youth Corps is a residential program, meaning that transportation, food, and lodging (in tents and dorm rooms) are provided for participants for the duration of the program. Field Coordinators coach and support Summer Youth Corps crews, who typically work 7-hour days and engage in 1 hour of education activities, Monday through Friday. When crews are not training at the Wolf Ridge Environmental Learning Center basecamp, Field Coordinators visit crews in natural areas across Minnesota and neighboring states while camping in tents and preparing their own meals. This position requires evening and weekend work, and travels often.

Field Coordinators will have time off from June 16 – June 20, 2025

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

CCMI is an Equal Opportunity Employer. Employment decisions with CCMI will be based on merit, qualifications, and abilities. CCMI does not discriminate in employment opportunities or 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.

How to Apply:

Qualified candidates should apply at:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=3387&clientkey=679BBC2A4E83D729D53DBF5A11F9B126>

Priority application deadline: **March 16, 2025**