



Title: Conservation Corps Field Coordinator

Reports to: Program Manager

Overview: Rock Creek Conservancy (RCC) is seeking two field coordinators for our Rock Creek Conservation Corps (RC3) summer work program.

Rock Creek Conservation Corps, or "RC3," is a summer youth conservation program that helps protect and revitalize Rock Creek and its parklands while providing transformative experiences to youth and empowering non-traditional leaders in conservation to develop and sustain a culture of environmental stewardship for future generations. The crew member experience is based on the Department of Interior's well balanced work, learn, play, and serve model. Sample summer work projects include invasive exotic plant removal, trail maintenance, water quality monitoring, and conservation landscaping. This program is part of a larger partnership with partner schools in the District to provide educational opportunities and community action projects that reinforce a culture of environmental stewardship in Rock Creek.

This year, RC3 will support the work of four conservation crews. Each Field Coordinator will be responsible for supporting two crews of 10 crew members (20 total). They will assist the Program Manager and Crew Leaders to facilitate educational and recreational experiences, conservation work projects, and crew member hiring. This is an office and outdoor position. Willingness to work in all outdoor conditions, in the heat, and among stinging insects required. RCC is seeking self-starters that are detail oriented and flexible working in a team environment.

Field Coordinator Responsibilities (340 hours total):

General:

- Maintain open communication with Rock Creek Conservancy staff
- Establish positive relationship with corps members
- Foster strong work habits, environmental ethics, youth leadership and team unity
- Check voicemail and e-mail daily and respond promptly
- All other duties as assigned

May: Dates TBD / Part-Time (80 hours total) / pre-employment and program prep

- Distribute crew policy & procedure documents and disseminate information to crews
- Coordinate logistics for 12-15 passenger van rentals with Crew Leaders
- Distribute, collect, and track crew member employment paperwork

May 29th to June 23rd / Part-Time (20 hours a week) / program prep

- Develop, print, and distribute educational materials packet (pre-developed programs)
- Provide support for crew leaders to plan recreational and educational activities



- Coordinate pre-arranged work projects with partners (e.g. site-prep, planning meetings, and providing technical support for weed removal)
- Coordinate on-site crew needs at partner schools (e.g. technology resource requests)

June 26th to July 21st / Part-Time (35 hours a week) / program delivery

- Facilitate team building opportunities for crews (e.g. establish group objectives, accompany crew at the challenge course, and provide support for Crew Leader)
- Assist in delivering safety training for crews
- Collect time sheet reports from crew leaders for payroll reporting and distribution
- Accompany crew in the field as needed and serve as back-up leader
- Coordinate on-site crew needs at partner schools (e.g. technology resource requests)

July 24th to August 4th / Part-Time (20 hours a week) / evaluation and wrap-up

- Assist with program evaluation and reporting

Position Requirements:

- At least two years' experience working with youth
- An environmental education or outdoor education background is preferred
- Willingness to work in all outdoor conditions, in the heat, and among stinging insects
- Commitment to social justice by empowering non-traditional leaders in conservation
- Must have Driver's license and be comfortable driving a 12 passenger van in DC
- Must be able to pass background check
- Weed Warrior certification with Rock Creek Park highly preferred

Field Coordinators will report to Erica Carlsson, RC3 Program Manager.

This is a grant funded position and we offer a competitive salary based experience.

Please email resume and separate document outlining your skills (i.e. trail maintenance, gardening, rock climbing, challenge course facilitation) to Erica Carlsson at ecarlsson@rockcreekconservancy.org no later than February 15th, 2017.

Rock Creek Conservancy is a nonprofit organization that exists to restore Rock Creek and its parklands as a natural oasis for all people to appreciate and protect.