



MONTANA CONSERVATION CORPS

CREW LEADER POSITION DESCRIPTION

Summary Statement: Primary duties of the Crew Leader (CL) include assuring the successful completion of MCC natural resource and community service projects, on-site management of a crew, monitoring of crew dynamics to ensure a high level of crew functioning and the delivery of the full range of MCC program components. The CL and co-CL are part of a leadership team working under the supervision of the Regional Director and Program Manager. The CL is the primary in-field liaison between Regional staff and the 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 the project technical advisor, Crew Members, youth and volunteers working alongside the crew and MCC staff. This position is supervised by the Field Coordinator. The CL is an AmeriCorps participant and is entitled to the benefit package offered all AmeriCorps participants. This position should be viewed not as a 9-5 job but as an experience where long hours and extended time away from home, often in remote locations on difficult terrain and in all weather conditions, are to be expected. This position will not have recurring access to vulnerable populations.

Program Dates & Details: The term of service runs February 6, 2017 through November 8, 2017. Crew Leaders receive a \$626 biweekly living allowance and a \$5,775 AmeriCorps education award upon completion of the term of service. Members have the opportunity to enroll in MCC's health insurance program during the term of service.

Programmatic Duties:

- Guide, support and assist Crew Members to ensure quality work performance, safety, and crew well being
- Communicate and organize work in conjunction with the sponsor/technical advisor; assure project completion to the satisfaction of sponsor expectations
- Ensure safety as the top priority during all MCC activities and projects; promote a 'culture of safety'
- Follow all MCC policies and procedures; assure crew compliance to promote safe, well-functioning crews
- Makes recommendation to regional staff for fair and appropriate discipline of Corps Members as needed
- Oversee implementation of all elements of the Corps Member Development program, including PLACE and other education components, successful performance of crew roles and Corps Member Individual Action Plan goals
- Assist Regional staff with recruitment of Crew Members, where possible
- Promote a positive public image for the MCC by wearing the MCC uniform and acting in a professional and respectful manner at all times while representing MCC
- Teach Crew Members all relevant technical project and camp-life skills necessary to ensure safety and high quality project completion
- Provide technical, logistical and leadership support to crews and individual Crew Members
- Attend and assist in MCC service days and other MCC events
- Attend at least one public meeting and volunteer at least twice with local non-profit groups or agencies

Administrative Duties:

- Maintain accurate crew, payroll, personnel, Crew Member development, safety and work project records
- Maintain accurate inventory and records
- Complete and submit required reports and other paperwork in a timely manner, before end of term of service
- Provide information for evaluation of Crew Members; include both positive feedback and areas of potential improvement

Qualifications:

- High school degree, GED, or willingness to work towards obtaining a GED
- Minimum age of 21
- US Citizenship or lawful permanent US Resident
- Valid driver's license, ability to pass a Motor Vehicle Records check
- At least two years of college or military experience, or equivalent work experience
- Ability to hike 3-12 miles per day in rugged terrain, often wearing a 45lb backpack and carrying tools
- Ability to lift up to 35 pounds repeatedly and use hand and power tools
- Ability to pass a National Service Criminal History Check
- Available for duration of entire term of service; commitment to completing term
- Effective written and oral communication skills
- Strong service ethic and desire to serve the community and the environment
- Willingness to work long, hard hours in all weather conditions; ability to be away on overnight trips for up to 10 days at a time

Helpful Experience:

- Leadership and/or teaching experience, skills, or training
- Technical and outdoor skills, including camp craft, trail work, and knowledge of power and hand tools
- Current First aid & CPR certification

To Apply:

Please submit your application via our [online application portal](#). We are accepting applications for Crew Leaders in our Central Divide (Helena, MT), Greater Yellowstone (Bozeman, MT), Northern Rockies (Kalispell, MT), and Western Wildlands (Missoula, MT) regions. ***Please only apply to the region in which you are most interested.*** You will have the opportunity to express interest in other regions during the application process.