



Senior Crew Supervisor

Mile High Youth Corps helps youth make a difference in themselves and their communities through meaningful service opportunities and educational experiences

Summary: The Senior Crew Supervisory (SCS) reports to the Conservation Projects Coordinator and is a member of the Land Crews Management Team. He/she provides daily supervision and on-going training and development of Crew Leaders and Corpsmembers. The SCS provides on-site monitoring, and instruction when needed, of safety, project quality, sponsor satisfaction and educational sessions. He/she is available to Crew Leaders for support with conflict resolution, team building and problem solving as well as logistical support for the Projects Coordinator.

Supervision & Management

- Acts as a positive role model to all Corpsmembers and Crew Leaders and promotes a positive corps culture.
- Monitor the work performance of Crew Leaders on a regular basis.
- Provide direct support to Crew Leaders in addressing Corpsmember job performance issues.
- Consistently and proactively communicate with staff team regarding Corpsmembers' behavior, successes, issues, and concerns.
- Monitor Crew Leader adherence to discipline policies and procedures.
- Enforce the code of conduct, discipline policies and program procedures outlined in the employee handbooks.
- Facilitate Conflict Resolution as requested by Crew Leaders or Corpsmembers.
- Attend Staff meetings and brief Crew Leaders as necessary.
- Access and contribute to positive group moral.

Project Management

- Substitute for sick or injured Crew Leaders as needed.
- Meet with land crews regularly in the field to provide on-site support.
- Monitor project progress, quality, and sponsor satisfaction.
- Collect post project sponsor evaluations from Crew Leaders.
- Provide technical assistance to crews for projects related to trail building, rockwork, fence construction, fuels reduction, fire restoration, etc.
- Ensure Crew Leader reports are being completed correctly and returned in a timely fashion.
- Work with Project Coordinator to schedule pre-project site visits and prepare for project start dates.
- Facilitate end of hitch debriefs Crew leaders and the rest of the Management Team.
- Shop for food and supplies as necessary.
- Ensure worksite and campsite safety by conducting Camp Audits, onsite safety assessments, identifying health and safety hazards, and implementing corrective measures.
- Assist Crew Leaders to insure project reporting in an accurate and timely manner.

Employee Development and Training

- Teach Corpsmembers a variety of conservation skills.

- Work with Project Coordinator to effectively meet Crew Leader needs (orientation, technical trainings, regular Crew Leader meetings, and field support).
- Promote a solution-focused youth development environment in which Corpsmembers have the opportunity to develop new skills and experience personal growth.
- Plan and facilitate team building activities.
- Attend personal trainings as required to increase knowledge and capabilities.
- Assist in planning and facilitating Crew Leader and Corpsmember training.
- Assist with facilitation of education curriculum and youth development activities.
- Attend focus and development groups as required.

Essential Skills

- Knowledge of natural resources and conservation.
- Good understanding of positive youth development
- Experience leading groups in the outdoors; corps experience preferred.
- Organized and detail oriented.
- Excellent written and oral communications.
- Ability to work in a fast paced, creative and deadline-oriented environment
- Flexibility in schedule
- Ability to lift 50lbs. and hike up to 5 miles in different terrains and at elevation.
- Valid driver's license with insurable driving record.
- Willingness to work long hours, drive large 7-county region and work in harsh conditions when necessary. (vehicle provided)
- Pre-employment background check and drug screen will be required. May implement drug testing throughout employment. May be required to undergo a Federal Bureau of Investigation criminal check, which involves being fingerprinted.
- Must be able to legally work in the United States which will be verified through the Federal E-Verify program.

Hours and Compensation

This is a full-time, seasonal, exempt position beginning April 28th, 2014 and running through August 8th, 2014. Fall extension may be possible. Pay is \$550 wk.

Send resume and cover letter to: ryans@mhyc.net Position closes March 31, 2014.

Mile High Youth Corps is an Equal Opportunity Employer. Mile High Youth Corps is committed to the inclusion of members with all levels of ability. Reasonable accommodations are available upon request. This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion.