



## ROCKY MOUNTAIN YOUTH CORPS Position Description – 2024



**Position:** AmeriCorps Service Learning Crew Leader

**Location:** RMYC Headquarters in Steamboat Springs, CO - Crews will serve across NW Colorado

**Season Dates:** **Training Dates (2 weeks):** May 20th - June 3rd, 2024  
**Summer Season (10 weeks):** June 5th- August 10th, 2024  
**Science Camp (6 weeks):** August 19th - September 27th, 2024

**Stipend:** **\$750.00/ week paid bi-weekly**  
**\$40.00/ month cell phone reimbursement**

**AmeriCorps:** **Summer Season:** 450 Hour Segal Education Award (\$1,824.07)  
**Summer and Fall Seasons:** 675 Hour Segal Education Award (\$2,626.27)  
*(Awarded upon successful completion of the season)*

*AmeriCorps members are eligible to participate in the CNCS Student Loan Forbearance Program*

**Training:** As an AmeriCorps service learning program, RMYC provides leadership orientation, professional development opportunities, and technical skills training at the start of the program year. Additional region or project-specific training will be provided throughout the service term as needed. Focuses include outdoor leadership, backcountry travel/camping, Leave No Trace principles, technical skills for project work, tool use/maintenance, procedures surrounding risk management and best practices, creating positive crew cultures with an emphasis on diversity and inclusion, and driver/trailer training. Crew Leaders can expect a **Wilderness First Aid certification**

### **Overview of Youth Program Positions:**

RMYC Youth Programs are composed of our Youth Corps and the Yampa Valley Science School (YVSS). The positions are outlined below.

As the Service Learning Crew (SLC) Leader, you and your Co-Leader will lead participants ages 11-13 in service projects in and around Routt County, teach an interactive lesson from our education curriculum, and have structured recreation time. Projects can include gardening, painting picnic tables, waterway cleanup, assisting with senior yard cleanups, and more. You can expect to spend all of your time outside, playing, exploring, and instilling a sense of community service in your crew. As a celebration of the crew's service, you will take your members camping for the last night of their session and create a group activity to commemorate the session together. Leaders will be supported by their field coordinator in the field as needed and will complete all assigned paperwork for tracking purposes. Leaders will need to be flexible, as changes in daily schedule will happen throughout the program due to illness, last minute project cancellations, etc.

After SLC concludes, the positions shift to become a Yampa Valley Science School Instructor. You will provide place-based environmental education for all of the 6th graders in Routt County during the month of September. There are four weeks assigned to different schools, with one overnight involved each week. As an instructor, you will participate in all camp activities including our Fireside skits and campfire, and oversee the students the full time they are at Science School.

The goals of our programs are to connect youth with their local environment, other youth their age, and positive role models to help them gain skills to help them be resilient later in life. The education component of the Youth Corps consists of leadership skills, healthy lifestyles, environmental education, personal growth, and team building.

### **Duties and Responsibilities:**

Service Learning Crew Leader:

- Share all duties and responsibilities with your Co-lead
- Mentor and serve alongside a crew of 8-12 crew members in all day-to-day activities, on the project site and around camp
- Support the physical and emotional wellbeing of the crew members and Co-leader
- Participate in RMYC Crew Leader training workshops, field training, and post-session de-rigging/inventory and debriefing
- Transport crew safely in RMYC's 12/15-passenger vans or other vehicles, possibly with a trailer
- Complete daily and weekly documentation of crew service and activities, time spent serving, etc.
- Oversee base camp operations including camp set-up, vehicle maintenance, camp hygiene and all other elements involved with adherence to RMYC policy
- Coordinate projects and logistics with RMYC Staff, Field Coordinator, and Project Partners
- Report regularly to the Field Coordinator and Program Manager
- Co-facilitate and plan daily recreational opportunities with crew
- Co-facilitate daily Seed Education Curriculum in conjunction with schedule
- Manage credit card, gas cards, and food budget submitting reports regularly

- Conduct routine vehicle/driver, camp and project safety audits to uphold the RMYC risk management program
- Assist in Sunday transportation for other Youth Corps Programs as needed
- Adhere to and enforce rules and regulations as specified in the *RMYC Employee Guidelines Handbook*
- Must adhere to and enforce the rules and regulations of RMYC and AmeriCorps, which includes abstaining from the use of drugs, alcohol, and tobacco while operating in a 24/7 setting or while on hitch; as well as other rules, regulations, and risk management protocol.
- Members may not participate in any AmeriCorps Prohibited Activities as outlined in the Member Service Agreement (MSA)

**Yampa Valley Science School Duties and Responsibilities:**

- Learn and facilitate science camp curriculum and lessons to 6th-grade students
- Participate in two-week science camp training
- Transport students in 15 passenger vans when necessary
- Oversee cabin group of 8-15 students (gender-specific) during camp activities and overnight
- Oversee cabin group during camp meals and evening activity
- Oversee Junior leaders and mentor them in their leadership growth
- Facilitate evening activities such as Fireside and camp-wide recreational activities
- Collaborate with fellow staff to ensure all camp operations run smoothly

**Qualifications:**

- Must be 21 years old (Mandated by RMYC’s insurance policy for drivers)
- Clean driving record
- Leadership experience with youth age 11-18 (or a combination of professional and personal experience)
- Ability to work with diverse teams
- Strong organizational skills, ability to work independently and take initiative
- Pre-service background screening required, including FBI background check
- High school or GED/HSE graduate or still enrolled
- Must be eligible for enrollment in AmeriCorps as a US Citizen, National, or Lawful Permanent Resident. Documentation will be required on the first day.

**Role Clarification:** This is an AmeriCorps Corps member level position, NOT a staff member. While serving in this AmeriCorps volunteer position, Crew Leaders need to abide by the below restrictions:

- Crew Leaders may NOT sign/approve official documents such as AmeriCorps paperwork, member timecards, performance evaluations, disciplinary contracts, project contracts or any similar documents.
- Crew Leaders may NOT be directly involved in project acquisition or contracting.
- Crew Leaders may NOT discipline other AmeriCorps members. While they may provide guidance, facilitate crew meetings, motivate, reward and uphold safety policies on the service site, all policy violations and disciplinary action must be directed to and handled by Staff.

**CONDITIONS OF AGREEMENT:** AmeriCorps members will be subject to all state and federal laws, and the rules and regulations of OSHA and Conservation Corps. The member is expected to fully understand and adhere to the rules, regulations and code of conduct as described in the AmeriCorps member manual. 10/19 Policy violations will result in disciplinary action according to program guidelines, including written warnings, fines, suspension without stipend, and/or termination. The AmeriCorps member is accountable for meeting or exceeding the responsibilities of this position as described above, and will be evaluated at mid-term and end-term by Corps Program Staff, with input from project hosts. Successful completion is contingent on both AmeriCorps education award hours and service through the agreed upon term end date.

***Rocky Mountain Youth Corps is an Equal Opportunity Employer, drug free workplace and complies with ADA regulations. Rocky Mountain 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 age 40 and over, color, disability, gender identity, genetic information, military or veteran status, national origin, race, religion, sex, sexual orientation or any other applicable status protected by state or local law.***

*Please refer to our website or contact Sara Duft, Youth Programs Manager at (970) 879-2135 x.102 or [sduft@rockymountainyouthcorps.com](mailto:sduft@rockymountainyouthcorps.com) with questions.*

I have read and understand the above job description.

Signature \_\_\_\_\_