

**Plumas Conservation, Restoration, and Education in Watersheds (P-CREW)
Field Coordinator -- 2022**

Live. Work. Play.

Position:	Field Coordinator for P-CREW Youth Corps
Location:	Taylorsville, CA
Season Dates:	<p>April through August Preseason: mid April to June 10, 2022 P-CREW Youth Corps (10 weeks): June 14- August 19 <i>Postseason: until mid September with potential options for extension.</i></p>
Benefits:	<p>\$19.50 per hour, 40-48 hours per week Housing is not currently provided.</p>
Program Overview:	<p>The Sierra Institute’s P-CREW youth corps is an immersive, five-week, experiential work opportunity designed to offer employment on Northern California’s public lands to youth from rural and urban areas around the state. P-CREW Youth Corps currently provides three 14-person youth corps crews to complete conservation projects such as: trail maintenance and building, invasive species removal, aspen and meadow restoration, and hazardous fuels reduction. Crews will spend their weekends playing in the mountains through activities like hiking, backpacking, stand up paddle boarding, swimming, and more!</p> <p>P-CREW is uniquely capable of providing a formative and unforgettable experience for youth through immersion in the culture and communities of the Sierra Nevada’s largest watershed. Students will forge unexpectedly strong friendships, develop leadership and job skills, explore diverse and wild forests, and build pride and confidence in themselves. We purposefully design crews to be balanced across geographies and gender identities to foster opportunities for exposure to a variety of backgrounds, stories, and cultures among crewmates.</p>
Position Overview:	<p>The Field Coordinator for P-CREW youth corps is integral to the success of this program. The Field Coordinator will report directly to the P-CREW Program Coordinator and work closely with all field and office staff. This position will provide critical support with coordination, logistics, and administration of three youth crews.</p> <p>Preseason: Field Coordinator will support P-CREW staff with the hiring process of 33 teenagers including applicant review, reference checks, interviews, and selection process. The Field Coordinator will help develop and provide training to crew leaders and Alumni All-Star Assistants. The Field Coordinator will provide general support of program logistics, planning, and administration.</p> <p>High season: Field Coordinator will act as a liaison between field staff and office support staff. Weekly duties will include: resupplying food and equipment to crews in the field; organizing and tracking each crew’s project accomplishments; facilitating efficient meal planning and shopping for crews; taking photos and videos of crews; preparing and organizing weekly paperwork; and developing the publication of social media content.</p> <p>Post season responsibilities will include: final summaries of project accomplishments; gear inventory; grant writing and research; developing postseason social media content; organizing paperwork; reviewing crew member and crew leader evaluations; and more.</p> <p>If interested in extending work after P-CREW, there will be an opportunity to join Sierra Institute’s trail crew.</p>

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Duties and Responsibilities:

- Support program coordination, logistics, and administration
- Facilitate or engage in crew leader training
- Work an on-call schedule for crew support during high season
- Respond to emergencies (vehicle issues, medical evacuations, etc.)
- Serve as an interim Crew Leader in case of necessity or emergency
- Lead occasional weekend recreation with youth crews if needed
- Prepare, track, and organize weekly paperwork and project accomplishments
- Provide guidance, leadership skills, and camp operations to the youth crew leaders to foster personal and professional growth.
- Navigate to and from project, camp, and recreational sites safely.
- Summarize written, digital, and oral reports on project status, supplies, personnel, incidents, vehicles, and expenses to support staff on a weekly basis. This includes capturing before and after photos of projects and photos of crew members working and camping.
- Collaborate with staff to provide healthy meal planning for crews, shopping for all crews, and food resupplies each week.

Qualifications:

- Proof of full COVID-19 Vaccination
- Wilderness First Aid certification (or higher)
- Pre-service background screening required
- Clean Driving Record
- Experience working with teens (ages 15-18).
- Experience working on or supporting youth and/or young adult crews in conservation/restoration activities.
- Social and emotional skills to promote positive personal growth and develop relationships with people from all backgrounds, abilities, cultures, orientations, identities, and communities.
- Comfortable working in both the office and the field for 8 hours a day.
- Excellent communication and organizational skills.

We invite all interested parties to apply including those belonging to Tribal communities, women, POC, and LGBTQ+ persons. Skills or experiences that can fill in for desired qualifications may be considered.

To Apply: Please send a cover letter outlining your relevant experience and interest in the Youth Corps Crew Leader position, resume, and contact information for three references as one document. Submit application materials to Jobs@SierraInstitute.us with "P-CREW Field Coordinator" in subject line or mail application materials to: P-CREW, Sierra Institute for Community and Environment, P.O. Box 11, Taylorsville CA 95983. **Applications are reviewed on a rolling basis. Interviews begin April 2022. Positions are open until filled.** Sierra Institute for Community and Environment is an Equal Opportunity Employer.

Questions? Contact Asia Pfeifer, P-CREW Program Coordinator at (530) 284-1022 or email at apeifer@sierrainstitute.us