

# Staff Position Description

**Title:** Field Supervisor

**Starting Salary Range:** The starting salary range for this position will be in the \$43,700 - \$45,000 range, depending on experience, education, and skills relevant to the position. Please note that the indicated starting salary range describes the range for an incumbent in this position. Most new staff generally start at the beginning of the range percentile to ensure internal salary equity.

**Location:** Based out of Chattanooga, TN

**Status:** Full-Time, Exempt

**Benefit Eligible:** Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off *per Personnel Policies*, and other opportunities as available.

**Reports to:** Program Director

**Posting Period:** Please apply before July 1<sup>st</sup>, 2024

## **Southeast Conservation Corps:**

*Engaging future leaders who protect, restore, and enhance our nation's lands through community-based service.*

Southeast Conservation Corps (SECC), a program of Conservation Legacy, is a non-profit, AmeriCorps-affiliated organization. SECC selects young adults, ages 18-30, to complete conservation work projects on public lands throughout the Southeast. SECC programs encourage environmental stewardship, foster community partnerships, and emphasize experiential learning. SECC serves a diverse population that is representative of the Southeast, including youth, graduates, veterans, and a cross-section of ethnicities and income levels. SECC is also an active member of the AmeriCorps Disaster Response Team (A-DRT), and as such, selected crews may be deployed on Disaster response projects for up to 30 days.

SECC works with a variety of land management agencies in Tennessee and throughout the Southeast region, such as the United States Forest Service, National Park Service, State Parks, and conservation-based non-profits. Projects vary but include trail construction and maintenance, ecosystem restoration, habitat restoration, fire fuels reduction, fencing on public lands, invasive weed removal, herbicide applications, and many others. The project work is manual labor based and most projects require a hike into and out of the project site daily carrying tools and a day pack.

## **Position Summary:**

The Field Supervisor's primary role is to provide leadership, technical, and logistical field support to all SECC conservation crews. The position requires a significant field presence to assist crews with project needs, program logistics, and planning, as well as facilitating field trainings. Most of the Field Supervisor position will be spent in the field which will include camping overnight and driving to multiple work sites across the Southeast region, including, but not limited to, TN, GA, KY, MS, FL, and SC. Field time will consist of day crew visits in close proximity to the SECC office and overnight visits to camping crews. Overnight visits may be inclusive of weekend travel. The schedule will be highly variable for this position and is based

on dynamic organizational needs. This individual will be expected to work as a member of a team and independently.

### **Essential Responsibilities and Functions:**

#### **Field Support:**

- Maintain a consistent staff presence in the field, including frequent overnight stays to assist in managing on-the-ground project quality and quantity
- Serve as technical expert and advisor on projects as needed, aligning project details with partner/agency standards and specifications
- Maintain strong working relationships with a diverse array of land managers including pre-site visits as needed
- Enforce and exemplify all SECC, Conservation Legacy, and agency policies and procedures while in the field and at office/shop
- Assist in the planning and implementation of Crew Leader and Crew Member trainings
- Serve as substitute on crews as needed
- Support, coach, mentor and supervise members and leaders in both technical and interpersonal work
- Facilitate behavior improvement and disciplinary procedures as needed

#### **Shop and Vehicle Support:**

- Assist in Maintaining SECC shop space to operate efficiently, including tracking and repairing hand and power tools.
- Assists in the facilitation in rig-ups and de-rig events and procedures as needed
- Assist in tracking, maintaining, and purchasing tools and field equipment
- Assist in the management and maintenance of SECC's vehicle and trailer fleet
- Assist Field Operations Staff in tracking established annual budget for field-related resources
- Assist with food purchasing for crews when needed
- Assist with other general duties as needed or assigned by supervisor

#### **Staff Support:**

- Collaborate with the SECC Program Operations Team to train, mentor, and supervise a broad scope of corps members and crew leaders across SECC programs
- Assist SECC staff in identifying and developing an internal talent pool for future leadership positions inside and outside of SECC
- Assist SECC Program Operations Team in the implementation of crew leader and corps member trainings including technical work, protocols, leadership, and facilitation skills
- Be a role model and mentor throughout training and field seasons
- Work with other SECC staff on pressing projects as needed
- Collaborate with other program staff to ensure proper resources are provided to crews in the field
- Learn SECC's Emergency Phone systems and take part in "on-call" responses as needed

## **Physical Requirements:**

*Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. This position will require periodic overnight travel, non-traditional work hours, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Ability to safely drive an organizational vehicle may also be required for some positions. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.*

## **Minimum Qualifications:**

- Must hold current advanced medical certification (Wilderness First Aid or above) with CPR/AED, or willingness to receive certification
- Minimum of 2 years of experience supervising crews and facilitating the completion of high-quality conservation projects related to trail construction and maintenance, invasive species removal, fuels management, etc.
- Exhibits the ability to effectively work on diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- The ability to carry out assigned work independently or with minimal supervision
- Technical competence in dry stone masonry, full bench trail construction, fencing, invasive species removal, chainsaw operations, etc.
- Demonstrated ability to mentor young adults working in remote outdoors settings performing arduous physical labor
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment with variable scheduling and frequent problem-solving
- Strong interpersonal skills and the ability to interact with a wide variety of staff, partners, and members
- Minimum of educational experience: prior experience working for and supervising others within a conservation corps, land management agency or natural resource management organization focused on similar work and member development
- Valid driver's license and an insurable driving record
- Must be able to pass the organization's criminal history check requirements
- Must pass Conservation Legacy's criminal history checks
- Holds a current or has the ability to obtain a Red Card certification
  - This training will be available to otherwise qualified candidates
- Must hold a National Sawyer Chainsaw Certification Level A felling, bucking, limbing. With the ability to obtain a level B within a year

**Preferred Qualifications or strong desire to grow in the following:**

- Experience with SECC or other conservation corps or youth corps
- Have a friendly, approachable disposition
- Experience with tool maintenance, including rehandling and basic chain saw engine repair
- Experience teaching, facilitation, and team-building experience with diverse groups of people
- Proficient in computer programs, databases, other technology; ability to manage data in an organized, consistent, and timely manner.
- Strong conflict resolution skills
- Sense of humor, spirit of adventure, and desire to make a positive difference
- Current B Level certification on Chainsaw and/or crosscut based on current USFS standards – OR willingness to learn
- Current or recent herbicide applicator or supervisor license OR direct experience working with and applying herbicides in the field

**Substance Free**

In accordance with a drug free workplace, alcohol and drugs are prohibited while participating in AmeriCorps and program activities and while on organization property.

**To Apply:**

1. Send Cover letter and resume to Caitlin Scott at [cscott@conservationlegacy.org](mailto:cscott@conservationlegacy.org)
2. Cover Letter Must Include:

Subject line includes “Applicant\_(Your Name)”.

Cover Letter must include a response to the following: *Provide some examples of your experience effectively working with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.*

*Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. This program is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, and military service. Where a significant portion of the population eligible to be served needs services or information in a language other than English, the recipient shall take reasonable steps to provide written material of the type ordinarily available to the public in appropriate languages.*

*We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.*