

POSITION ANNOUNCEMENT



FIELD COORDINATOR

Multiple full-time, seasonal positions available

Announcement Date: December 3, 2020

Application Deadline: Applications will be accepted on a rolling basis until positions have been filled. Interviews of well-qualified applicants will begin in late January/early February 2021.

Job Location: The RMFI office is located in Colorado Springs, Colorado. RMFI project sites are located primarily in the Pikes Peak Region.

The Rocky Mountain Field Institute (RMFI) is a nonprofit environmental stewardship organization working to protect and conserve public lands in Southern Colorado through volunteer-based trail and restoration projects, environmental education, and restoration research. For more information, please visit www.rmfi.org.

Do you love working outside? This is an exciting opportunity to join the RMFI team in a leadership capacity to help oversee and coordinate field programs and RMFI Field Instructors. This position will work in some of Southern Colorado and the Pikes Peak Region's most outstanding natural areas, as well as lead community volunteers, youth corps crews, and students in completing a variety of trail and restoration projects.

POSITION SUMMARY:

The Field Coordinator (FC), under the direction of the Program Managers, aids in the planning, administration, and management of RMFI's trail, restoration, and education field programs. The FC serves as a lead field instructor, responsible for on-the-ground management of field programs, and supervising and instructing seasonal staff, interns, conservation crews, and volunteers in trail and restoration projects throughout Southern Colorado. Primary duties include planning and managing single and multi-day field projects; instructing staff, interns, volunteers, and youth conservation corps crews in trail and restoration techniques; overseeing tool, equipment, and food logistics; maintaining RMFI's warehouse and vehicles; maintaining project work logs, photo logs and other documentation; and other duties as assigned. The FC may also be tasked with supervising students enrolled in RMFI's Earth Corps Field Studies Program. The program is an 18-day intensive field studies program during which college undergraduates will live, work, and learn in the incredible backcountry classroom of Colorado's great outdoors. The FC ensures quality work standards, the highest degree of safety, and an enjoyable experience for all RMFI participants.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Working under the direction of the Program Managers, serves as lead staff, supervising other RMFI seasonal staff, interns, volunteers, students, and youth conservation corps crews in the completion of trail and restoration projects.
- Instructs program staff and participants in proper trail and restoration techniques.
- Effectively manages and leads field workdays. This may include, but is not limited to coordinating material needs with land managers, properly estimating volunteer and staff requirements, providing project orientation to participants, completing work in a timely and efficient manner, and ensuring safety at all times.
- Oversees logistics for and participates in single, multi-day, and overnight programs. This may include, but is not limited to, the preparation and/or purchasing of tools, equipment, project materials, food, and first aid supplies.

- Aids in the creation of project site safety plans and educational materials.
- Assist with the management of program safety in the field by ensuring the RMFI Safety Policy and Job Hazard Analysis (JHA) are followed at all times.
- Completes detailed project reports documenting progress of field workdays including, but not limited to, work statistics, before and after photos, material use and needs, and volunteer statistics.
- Under the direction of the Program Managers, oversees management of the RMFI warehouse and vehicles.
 - Adheres to and improves upon the existing warehouse and vehicle framework, ensuring tools and equipment are properly cared for and stored.
 - Keeps the tool and equipment inventory up to date and properly tracks tools and equipment needing repair or replacement.
 - Ensures food supplies are stored adequately and disposes of expired food.
 - Ensures vehicle maintenance is completed on schedule and mileage logs are completed.
- Assists in training new staff and interns in trail/restoration techniques; may be asked to attend training and leadership workshops on the latest trail/restoration techniques and other relevant topics.
- Assists in promoting and conducting outreach for RMFI programs.
- Assists in implementing environmental education curriculum on select programs.

REQUIRED SKILLS and ABILITIES:

- Strong conservation ethic and passion for public lands stewardship.
- Strong belief in RMFI's mission. Familiarity with our core project areas is helpful.
- Must have a valid driver's license and good driving record.
- Ability to participate in vigorous physical activity for extended periods of time at altitudes up to 11,000+ feet.
- Ability to lift and move a minimum of 40 pounds.
- Current Wilderness First Responder certification.
- Current S-212 Wildland Fire Chainsaw certification or equivalent certification.
- Crosscut saw certification and experience encouraged.
- Trail building and trail maintenance experience, including strong rockwork and chainsaw experience.
- Natural area restoration including social trail closure, erosion mitigation, post-wildland fire restoration, and invasive species control.
- Experience working with rigging equipment such as griphoists, highlines, and bear hangs.
- Experience working with mule and/or llama pack strings is helpful.
- Extensive experience and proficiency in traveling and living in mountain backcountry environments.
- Desired but not required Bachelor's degree in Environmental Science, Natural Resource Management, Geography, or related field.
- Must pass a pre-employment background check.

REQUIRED LEADERSHIP EXPERIENCE:

- Experience supervising youth conservation corps, AmeriCorps, or other volunteer groups in an outdoor setting.
- Experience in environmental education, volunteer stewardship, outdoor guiding, or related industry.
- Ability to work safely in sometimes-stressful conditions. Extended stays in the field of up to 18 days may be required.
- Self-starter who demonstrates the ability to take initiative, set goals, and achieve them both independently and cooperatively as a team member.
- Ability to present your ideas clearly and effectively through oral and written communication.
- Ability to respectfully work with a variety of volunteers and students of varying ages and abilities to effectively accomplish project goals. Excellent people skills, a sense of humor, and a positive attitude are a must!
- Ability to solve problems quickly and independently.

- Ability to prioritize and work on multiple projects simultaneously.

WORK SCHEDULE:

RMFI will hire a number of full-time, seasonal Field Coordinators to work from March through October with the possibility of work extending into November depending upon the availability of project funding. The work schedule is very dynamic; the FC will work an average of 40 hours per week, though hours can fluctuate heavily week-to-week depending on projects. The FC may work up to 70 hours per week and may spend up to 18 consecutive days in the field. The FC can expect to work both front-country day projects and several opportunities for backcountry hitches that can range from 5 – 18 continuous days in the field. The position requires extensive travel, fieldwork, and evening and weekend work. This position is field-based, though office time is required for this position and the FC can expect an 85/15 field to office ratio. This position is seasonal (March-October). Heavy backcountry work can be expected between June and October 2021.

WAGES and BENEFITS:

The Field Coordinator position is paid hourly. Pay is consistent with industry standards and will be determined based on experience (anticipated hourly wage between \$14-\$18/hour depending on experience, certifications and qualifications). For overnight programs, the FC is paid a day rate; food and field supplies are provided. Travel with a personal vehicle, if required, is reimbursed at the federal rate. Additional benefits include paid sick leave, pro-deal discounts on outdoor gear and equipment, and paid training opportunities where appropriate. Employees meeting certain tenure requirements are eligible to participate in RMFI's SIMPLE IRA retirement plan, including employer contributions of up to 3% to match the employee's contributions to the plan.

COVID-19 PROTOCOLS:

To maintain a safe working environment for RMFI staff, project partners, and the community, all RMFI staff are required to adhere to all state and local COVID-19 guidelines. Additionally, all staff are required to adhere to RMFI's internal COVID-19 operating procedures and protocols.

TO APPLY:

1. Complete the RMFI Employment Application by visiting this [webpage](#).
2. Please email your cover letter and resume in PDF format to jobs@rmfi.org with "RMFI Field Coordinator_YourName" in the subject line.
3. The successful candidate will be required to complete and pass a pre-employment background check. RMFI will notify you of the steps involved in this process after an official offer has been made.

Applications will be accepted on a rolling basis until all positions are filled. Interviews of well-qualified applicants are anticipated to begin in late January/early February 2021.

The Rocky Mountain Field Institute is committed to a policy of equal treatment and opportunity in every aspect of its relations with staff members and prospective employees, and will not discriminate against applicants for employment because of race, creed, color, national origin, age, disability, marital status, sex, or sexual orientation.

RMFI respectfully acknowledges that we occupy and work on land originally inhabited by the Ute people and, later, by people of the Apache, Arapaho, Cheyenne and other nations.