

# POSITION ANNOUNCEMENT



## FIELD COORDINATOR

Multiple full-time, seasonal positions available

Announcement Date: December 5, 2019

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 2020.

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

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*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](http://www.rmfi.org).*

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*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 the Pikes Peak Region's most outstanding natural areas, as well as lead community volunteers, youth corps crews, and students in completing ecological protection and restoration projects.*

### **POSITION SUMMARY:**

The Field Coordinator (FC), under the direction of the Program Manager, aids in the planning, administration and management of RMFI's trail, restoration, and education field programs. The FC serves as lead field staff, responsible for on-the-ground management of field programs and conservation crews, supervising and instructing field staff, interns, and volunteers in trail and restoration projects throughout Southern Colorado. Primary duties include planning and managing single and multi-day field projects; instructing field 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 and photo logs; and other duties as assigned. The FC ensures quality work standards, the highest degree of safety, and an enjoyable experience for all RMFI program participants.

### **ESSENTIAL DUTIES and RESPONSIBILITIES:**

- Working under the direction of the Program Manager, serves as lead field staff, supervising Field Instructors, interns, volunteers, 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.
- Assist with the management of program safety in the field by ensuring the RMFI Safety Policy and Job Hazard Analysis (JHA) is followed at all times.
- Oversees logistics for 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.
- Completes detailed project reports documenting progress of fieldwork days including, but not limited to, work

- statistics, before and after photos, material use and needs, and volunteer statistics.
- Under the direction of the Program Manager, 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 field staff and interns in trail/restoration techniques; may be asked to attend training workshops on the latest trail/restoration techniques.
- Assists in promoting and conducting outreach for RMFI programs.
- Assists in implementing environmental education curriculums 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 14,000 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.
- Trail building and maintenance, including strong rockwork 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.
- Proficiency in traveling and living in mountain backcountry environments.
- 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 21 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 approximately late-March 2020 through early-November 2020. 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; however, at this time we anticipate a majority of this position's work to be within daily travel range of the RMFI office. The position requires extensive travel, fieldwork, and evening and

weekend work. This position is field-based, though some office time is required and the FC can expect an 85/15 field to office ratio. This position is seasonal (March-November).

**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 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 pro-deal discounts on outdoor gear and equipment. 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.

**TO APPLY:**

1. Complete the RMFI Employment Application by visiting [this webpage](#).
2. Send cover letter to [jobs@rmfi.org](mailto: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 hiring 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 2020.

*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.*