



## SCA STAFF POSITION DESCRIPTION

|  |                                     |
|--|-------------------------------------|
| <b>Title: Crew Leader</b>  | <b>Date Prepared:</b>               |
| <b>Department: Conservation Teams</b>                                      | <b>Status: Full Time, Temporary</b> |
| <b>Reports to: Regional Program Manager</b>                                | <b>Location: National</b>           |
| <b>Hours: 24 hours/day, 7 days/week during program time with students.</b> |                                     |
| <b>Starting Salary: See Below</b>  | <b>Salary Grade: NA</b>             |

### **New Leaders**

| <b>Pay Scale</b> | <b>15 Day Crew</b> | <b>21 Day Crew</b> | <b>30 Day Crew</b> | <b>35 Day Crew</b> |
|------------------|--------------------|--------------------|--------------------|--------------------|
| Level 1:         | 1050               | 1470               | 2100               | 2450               |
| Level 2:         | 1125               | 1575               | 2250               | 2625               |
| Level 3:         | 1200               | 1680               | 2400               | 2800               |

| <b>Returning Leaders Pay Scale</b> | <b>15 Day Crew</b> | <b>21 Day Crew</b> | <b>30 Day Crew</b> | <b>35 Day Crew</b> |
|------------------------------------|--------------------|--------------------|--------------------|--------------------|
| Base Level: 0 - 10 Field Weeks     | 1125               | 1575               | 2250               | 2625               |
| Level 1: 11 - 20 Weeks             | 1200               | 1680               | 2400               | 2800               |
| Level 2: 21 - 30 Weeks             | 1275               | 1785               | 2550               | 2975               |
| Level 3: 31 - 40 Weeks             | 1350               | 1890               | 2700               | 3150               |
| Level 4: 41 + Weeks                | 1425               | 1995               | 2850               | 3325               |

**Position Summary:** Responsible for daily management and supervision of a National Conservation Crew in either a backcountry or frontcountry site with six or eight high school student members. Assist co-leader in managing student and group safety and development, cooking, camp life, and work project management. Represent SCA on-site and coordinate with Agency partner on designated project(s).

### **Essential Functions:**

- Follow all applicable SCA policies and procedures as listed in the Field Operations Standards.
- Manage administrative aspects of the crew including but not limited to required pre- and post-program paperwork, daily medical and work logs, and equipment inventories.
- Manage a budget and necessary purchasing for crew and project including food planning/purchasing.
- Manage relationship with agency partner including coordinating all logistical and operational work and how it relates to the partner, project, and the crew.
- Facilitate worksite and project, tool and equipment logistics, tool maintenance, and work schedule.
- Manage medications and all medical/first aid aspects of the crew, along with the required documentation.
- Communicate with full time SCA field staff as required and as needed.
- Supervise crew members on a full time basis, 24 hrs./day, 7 days/week for the length of the program (typically 15, 21, 30, and 35 days) and provide emotionally and physically safe environment.



- **Train and supervise crew members in safe and proper use of tools and all aspects of the service project (may include trail construction, maintenance, wildlife habitat work, site restoration, etc.)**
- **Organize and lead recreation trip after completion of work project (typically backpacking, hiking, canoeing, or sightseeing).**
- **Plan for and carry out Environmental Education lessons.**

**Performance Measures/Accountabilities:**

- **Effectively communicate with SCA staff, parents, agency partners, and co-leader during pre-program responsibilities.**
- **Complete all assigned online trainings and hiring paperwork prior to Crew Leader training.**
- **Completing all necessary paperwork prior to students arriving on site.**
- **Participate fully in Crew Leader Orientation (new and returning leaders) and Workskills (new leaders only).**
- **Maintain positive relationship with agency partners.**
- **Provide emotionally and physically safe environment for members.**
- **Complete a mid-program check-in with SCA staff (when possible).**
- **Maintaining a positive, professional relationship with co-leader.**
- **Complete all necessary post-program paperwork, including a phone evaluation with Regional Program Manager.**

**Qualifications:**

- **Must be at least 21 years old.**
- **Must possess a valid driver's license.**
- **Must be in good physical condition.**
- **Must pass a criminal background check and motor vehicle report.**
- **New Crew Leaders must attend the Orientation and Conservation Skills training sessions. Returning Leaders must attend Orientation, unless an exemption is granted.**
- **Youth/Young Adult Programming- Documented experience working with youth or young adults (ages 14-18) as a teacher, mentor, leader, counselor or coach.**
- **Teaching / Leadership- Experience working in an informal or formal educational environment. Demonstrated ability to organize and effectively teach lessons, motivate teenage and/or young adult students, provide and accept constructive feedback and communicate effectively.**
- **Outdoor Education / Skills- Experience with outdoor living skills, including: hiking, safety awareness, LNT, camping, cooking, basic map/compass skills, etc.**
- **Conservation Project Skills- Experience in service project management, service learning, conservation, or trail/conservation projects and hand tool use. May also include experience with carpentry, landscaping, gardening,**



- etc.
- **Must obtain Wilderness First Aid, Wilderness Advanced First Aid, Wilderness First Responder, or Wilderness EMT certification. Wilderness First Aid is the minimum certification requirement.**

**Physical Demands, Work Environment and Working Conditions.** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is occasionally required to

- stand     walk     sit     carry
- use hands to finger, handle or feel objects, tools or controls'     push and/or pull
- reach with hands and arms     climb stairs     balance
- stoop, kneel, crouch or crawl     speak     listen     taste or smell
- The employee must occasionally lift and/or move 30 pounds or more.

- Specific vision abilities required by the job include:**     close vision
- distance vision     color vision     peripheral vision
  - depth perception     adjust focus

- The noise level in the work environment is**
- quiet, with minimal interruptions     usually moderate, with some interruptions
  - loud

- While performing the duties of this job, the employee is exposed to**
- weather conditions prevalent at the time     dirt     heat
  - fumes     smoke     water     vibration     high altitude

Other – please explain: \_\_\_\_\_

- This position requires:**
- travel by:     car     bus/train     airplane

**Staff Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_