



SCA Crew Leader Training I: Grizzly Bear

SCA Center for Conservation Service, Charlestown, NH
Optional Skills Workshops: May 14-17, 2012
Orientation: May 17-20, 2011
Conservation Work Skills: May 20-25, 2012

Welcome to the 2012 High School Program season! This letter serves as your official invitation to 2012 Crew Leader Training. In this packet, you will find specific information about the training, what to expect, and what to bring.

New crew leaders will attend Orientation and Conservation Work Skills and Veteran leaders will attend Orientation only. In addition to Orientation and Conservation Work Skills, SCA offers optional Skills Workshops with a variety of professional development opportunities and certifications. Some of these courses have limited enrollment and you are encouraged to register early.

In addition to the workshops, Saturday electives have returned to the agenda and we are continuing to promote experiential learning. We are very excited for the 2012 training season and we look forward to your involvement, ideas and feedback!

Please read this letter carefully!

The High School Program staff spend a great deal of time and money to provide you with one of the most professional and in-depth trainings in the outdoor industry. In return, we expect a high level of professionalism and preparedness from you. All crew leaders are evaluated during training. Your hire for the summer is based on the successful completion of Orientation and Conservation Skills.

Prior to arriving at training we expect all crew leaders to:

- 1. Read the Crew Leader Handbook. Go to:**
www.scacrewleaders.org/national-crew-leaders/crew-leader-handbook
- 2. Complete your hiring paperwork online.** You cannot attend the optional skills workshops, receive information about your crew members or be put on payroll until we receive your hiring paperwork. (This includes your W-4, I-9, Seasonal Handbook Signature Page, PAF, Direct Deposit, Post Employment and Worker's Comp Forms) Contact Rachel Hammond rhammond@thesca.org with any questions about your hiring paperwork.
- 3. Review the SCA Field Operations Standards and take the online risk management test.** Go to <http://www.scacrewleaders.org/online-trainings/> to access the training.

Training Staff Contact Information

If you have questions regarding training, such as booking travel or have a flight delay on the day of travel to training, refer to the chart below for the appropriate staff to contact.

What	Staff	Email	Phone
General questions prior to training or special travel needs	National High School Program Staff	Lori Robertson: lrobertson@thesca.org , Justin Laue: jlaue@thesca.org , Kat Deely: kdeely@thesca.org ; Jillian Morrissey: jmorrissey@thesca.org	
Pre-Orientation Workshops	Lew Shelley	lshelley@thesca.org	603-504-3264
Borrowing gear at Training	Nelson Bruni	nbruni@thesca.org	603-826-9983
Booking Travel (Egencia Only questions)	Michelle Nyblom	mnyblom@thesca.org	603-543-1700 ext. 1136
Travel concerns on the day of travel	Program Assistant		(802) 490-3722
Questions about assisting at training	Robin Liston	rliston@thesca.org	603.543.1700 x1117

Orientation (for new and veteran crew leaders)

6:00pm Thursday, May 17—3:00pm Sunday, May 20

2012 Crew Leader Orientation will be held at SCA's Center for Conservation Service in Charlestown, NH. SCA is located at 689 River Rd on the Connecticut River about 1 hour north of Brattleboro, VT (I-91) and 2 hours west of Manchester, NH. Accommodations will be tenting. Please bring a personal tent! The showers and toilets are centrally located. SCA will provide all meals and snacks.

Crew Leader Orientation covers the logistics, administration, protocol and guidelines, and human dynamics side of leading an SCA crew. Most of the material will be presented in small groups with discussion based, hands-on activities and scenarios. There will be occasional large group lectures and discussions as well. During Orientation we will offer all crew leaders Saturday afternoon elective courses that will further help to develop relevant leadership skills. Watch the crew leader website for more details (www.scacrewleaders.org).

Some workshops may require being outdoors for extended periods of time. NH has some fine weather in late spring, but it can range from cool evenings to warm days, so come prepared with clothes to be comfortable in all weather. Rain is always a possibility and bugs can never be ruled out at this time of year either. See the recommended clothing/gear list below for more information.

Conservation Work Skills *(for new crew leaders only)*

6:00 pm Sunday, May 20 — 5:00 pm Friday, May 25

Conservation Work Skills is an intensive 5-day experiential learning opportunity that provides an overview of the principles of trail work and other conservation work. The goal of Conservation Work Skills is to teach crew leaders how to evaluate, plan, and execute various work projects. This will include an introduction to basic tools and skills which will enable crew leaders to expand upon their knowledge in order to lead a crew in any trail environment.

Conservation Work Skills will be based at the **SCA Center for Conservation Service** in **Charlestown, NH** and the surrounding area. You will be living in tents at the SCA campus. SCA will provide all of the food. While some meals will be prepared by contracted food service staff, the majority of the meals during Conservation Work Skills will be prepared by crew leaders in small cook groups in the field. These cook groups are meant to simulate crew life and give leaders an opportunity to use field equipment and gain experience with base camp cooking.

What to Bring to Training

There will be outside activities everyday, rain or shine, so please come prepared. If you need canoe training, be sure to bring swimwear and closed-toed shoes that can get wet. Laundry options are not available on site.

At a minimum, you should come with the recommended gear and clothing listed on the Crew Leader website:

<http://www.scacrewleaders.org/wp-content/uploads/2007/10/What-To-Bring-To-Training.pdf>

If you need to borrow a tent or other piece of gear at training, please contact Nelson Bruni as soon as possible at: nbruni@thesca.org or 603-826-9983.

Travel Arrangements

SCA's travel guidelines and instructions are listed on the Crew Leader website:

<http://www.scacrewleaders.org/travel-information/scas-travel-guidelines>. Once you have accepted your offer and completed your medical forms and background check information, please feel free to go ahead and book your travel to training.

If flying, please plan to arrive & depart from **Logan International Airport in Boston, MA** during the following times:

Optional Pre-Orientation Workshops: Arrive Monday, May 14 before 3pm

Orientation (all leaders): Arrive Thursday, May 17 before 3pm

(Veteran Leaders only) Depart Sunday, May 20 after 6pm

Conservation Workskills (New leaders only): Depart Saturday, May 26 after 12 noon.

An SCA shuttle will be at the Logan Airport at the above times to pick you up and transport you to the SCA Charlestown, NH campus. *If you miss the shuttle or choose to fly into another*

airport it is your responsibility to find your way to the SCA campus! A shuttle will also be available to transport leaders to the Logan Airport on the day of your departure.

****Read further for information on the optional skills workshops.***

2012 Optional Pre-Orientation Workshops

SCA is pleased to offer optional workshops as part of Crew Leader training in order to provide additional professional development opportunities and certifications to our staff. Workshops are two days or three days in length. All courses are offered at a reduced cost and these fees will cover instructor costs, course materials, housing and food. These workshops will run from **May 15-17, 2012.**

Note: All hiring paperwork must be submitted prior to arrival at training.

To register for a workshop, go to:

<http://members.thesca.org/site/Calendar?id=105701&view=Detail>

For questions, please contact Lew Shelley by email: lshelley@thesca.org or phone (603) 504-3264. Registration will be confirmed on receipt of course fees.

Registration deadline is April 24 but you may check for space availability after this. Courses are first come, first serve so please confirm your interest early.

Course Descriptions

Wilderness First Aid / Wilderness First Responder Re-Cert

SCA is pleased to continue their relationship with Aerie Backcountry Medicine and once again they will be offering a Wilderness First Aid (WFA) and a Wilderness First Responder Re-certification (WFR-R) course. These 16-hour courses provide great wilderness medicine education for anyone spending time in the outdoors. The courses focus on injury and illness prevention, patient assessment, long-term injury management, improvised splint and litter construction and environmental emergencies.

Approximately half of the course is classroom lecture and half practical scenarios. The WFR-R course is for folks with current WFR certification, but need to recertify. Currently, Aerie will recertify Wilderness First Responder's from Aerie, SOLO, WMI, or WMA. They will also recertify other organizations after approving their curriculum. CPR classes will be offered the evening before WFA classes begin (night of your arrival).

This course will be taught on site at the facilities being used for Orientation. Prices include lodging and all meals.

Cost: The WFA course fee will be **\$245** per person
The WFR-R course fee will be **\$280** per person
CPR is an additional **\$40** per person

Chainsaw Training: Game of Logging (Levels I / II)

The first step in the use of a chainsaw is proper training. All crew leaders working with chainsaws on projects with our federal agency partners must have completed the nationally approved classroom and field training for general saw work or specialized uses as developed at the USFS Missoula Technology and Development Center. There are several proficiency levels that have been set down by the USFS. SCA Crew leaders working on chainsaw projects must be certified at the USFS "A" (apprentice) or "B" (intermediate) level. Material covered includes chainsaw safety and maintenance, and general saw work (such as bucking, limbing, and the first basic steps in felling) or specialized uses (such as construction, maintenance, and fencing).

These certifications expire 3 years after the date of issue. The certifier has full authority to impose restrictions on apprentice and intermediate sawyers as deemed necessary.

SCA uses The Game of Logging for some of our chainsaw training. This is a two-day course that covers the same material in the USFS courses and is recognized in the USFS certification process. A third day will be used for practice. This workshop will be held at sites near the Orientation facility (to be determined). Instruction will be done by David Birdsall of Northeast Woodlands Training. Preference will be given to those that need the certification for their 2012 projects.

Cost: **\$125** (additional cost is subsidized by SCA!)
Limited to 10 participants (minimum 5 required)

Advanced Work Skills: Basic Trails Rigging

This workshop seeks to instill concepts of mechanical advantage and safe trail based rigging techniques so that participants can appropriately utilize basic rigging set-ups in the field while increasing site safety and productivity and minimizing environmental impacts.

This is a three-day course that will be held at sites near the Orientation facility. This will be taught by a SCA Conservation Skills Instructor and SCA staff. Preference will be given to those that need the certification for their 2012 projects.

Cost: **\$100**
Limited to 10 participants (spaces are reserved for crew leaders who need this certification for their project)

Note: Training grants are available to returning leaders for professional development workshops and courses. Saw courses are not eligible for grants as they are already subsidized by SCA. To apply, fill out the Training Grant Request Form, available from the crew leader website: <http://www.scacrewleaders.org/wp-content/uploads/2012/03/grantapp.doc>

Space is limited, register early!