



Appendix II- Common Terms Quick Reference to Commuting Crews

Commuting Crew Program

Program Names and Staff Titles

Conservation crew:	team of participants with crew leaders, which could be frontcountry, backcountry, commuting
Frontcountry crew:	Crews camping during the summer in an established campground with road access
Backcountry crew:	Crews camping during the summer in an established campground without road access (usually 3+ miles by trail to the closed road)
Commuting crews	refers to one kind of conservation crew model generally regional programs (ie, programs that are run out of a regional office for the area around that office). Youth work in their community during the day and sleep at home each evening. This type of crew also is paid a stipend for their service.
Regional Office:	Offices located around the nation which provide programming to youth year round. Departments for programs include High School, Conservation Interns and Conservation Corps. Examples of regional programs that occur throughout the year for high school youth include LEAP, CLC, Phase 4, Commuting Crews, Urban Treehouse
Regional Staff:	Full time staff who provide program support throughout the year
Regional Coordinator:	As staff designated as the point person to work with Crew Leaders during the summer crew season. This is a generic term used throughout this handbook.
Risk Mgt Director	Our director of all Risk Management operations, protocols and clearance of issues that may arise during our programming.
Program Responder	SCA full time staff who have been trained to collect information regarding incidence and emergencies that happen during normal operating hours (9- 5pm M-F) Each Regional Office has a Program Responder.
Duty Officer	SCA full time staff who are trained to manage incidents that occur after hours and weekends. This person is typically not in the Regional Office where the Commuter crew is located

Frequently Asked Questions

What are Crew Leader Apprentices? (See Attached Job Description on the next page)

SCA High School Crews Apprentice Crew Leader Position Description

Title: Apprentice Crew Leader

Department: High School

Reports to: Program Coordinator / Manager

Hours: 300 total hours May-August (schedule dependant on program dates and structure)

Position Summary:

The Apprentice Crew Leader Program is designed to prepare alumni of the program to become future conservation crew leaders. Apprentice crew leaders will work under the mentorship and supervision of a crew leader on a high school crew to assist in the leadership of that crew. The Apprentice Crew Leader will help lead many aspects of a crew including:

1. Assist with project logistics and supervision of students during service projects and recreational trips as needed.
2. Assist with the coordination and implementation of environmental education.
3. Assist with risk management.
4. Assist with the management of food, gear and travel logistics.

Responsibilities:

1. Attend crew leader training
2. Respond to Crew Leader feedback
3. Assist with pre-program preparations
4. Assist with logistical planning for service projects, recreational trips and campouts, as needed.
5. Assist with risk management during crew events by:
 - a. Leading by example: Practice safety in tool and equipment use, food handling, hygiene, water treatment etc. Practice Leave No Trace. Abide by all SCA general and field rules and regulations (see Participant Handbook).
 - b. Helping participants plan ahead and prepare.
 - c. Helping supervise participants on the work project
 - d. Becoming familiar with SCA's Emergency Response Plan.
 - e. Practicing Wilderness First Aid if necessary (pending certification level).
6. Assist with motivating crew members
7. Assist with gathering valuable quotes participants for reporting purposes.

Qualifications:

- Successful completion of two full years of SCA programming, including at least one residential Conservation Crew.
- Demonstrated passion for the SCA mission
- Attentive to detail and responsive to feedback.
- Self-motivation; flexible and creative problem-solving experience
- Training in Wilderness First Aid / CPR preferred.

While performing this job, it will require:

Lifting up to 60 pounds, hiking, performing physical work in a variety of weather conditions.

