



SCA STAFF POSITION DESCRIPTION

Title: National Crew Leader	Date Prepared: 3/2014
Department: Youth Programs	Status: Full Time, Temporary, Exempt
Reports to: Program Coordinators	Location: National
Hours:	
Salary Range: \$490-600/week	Salary Grade:

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). New Crew Leaders must attend the Orientation and Conservation Skills training sessions. Returning Leaders must attend Orientation, unless an exemption is granted.

Essential Functions:

Crew Manager

- Supervise crew members on a full time basis 7 days/week for the length of the program (typically 15, 21, 30, and 35 days) and provide emotionally and physically safe environment in accordance with SCA's Field Operations Standards
- Manage medications and all medical/first aid aspects of the crew, along with the required documentation.
- Plan for and carry out Environmental Education lessons in line with SCA's Conservation Curriculum
- Organize and lead recreation trip after completion of work project (typically backpacking, hiking, canoeing, or sightseeing).

Service Project Advisor

- 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.)
- Facilitate worksite and project, tool and equipment logistics, tool maintenance, and work schedule.
- Manage relationship with agency partners including coordinating all logistical and operational work and how it relates to the partner, project, and the crew.

Program Administrator

- 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.
- Communicate with full time SCA field staff as required and as needed to report incidents & near misses, complete mid-program check-ins and final program evaluations.

Supplemental Functions:

- Other duties as assigned

Performance Measures/Accountabilities:

- Uphold and act in accordance with SCA's Field Operations Standards
- Effectively communicate with SCA staff, parents, agency partners, and co-leader during pre-program responsibilities.
- 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 Coordinator.



Qualifications:

1. Must be at least 21 years old.
2. Must possess a valid driver's license.
3. Must be able to perform manual and physical labor for up to 8 hours per day, exposed to the elements and lift and/or move 40 pounds or more when required.
4. Must pass a criminal background check and motor vehicle report.
5. Current Wilderness First Aid, Wilderness Advanced First Aid, Wilderness First Responder, or Wilderness EMT certification. Wilderness First Aid is the minimum certification requirement.
6. Youth/Young Adult Programming- Documented experience working with youth or young adults (ages 14-18) as a teacher, mentor, leader, counselor or coach.
7. 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.
8. Outdoor Education / Skills- Experience with outdoor living skills, including: hiking, safety awareness, LNT, camping, cooking, basic map/compass skills, etc.
9. 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.

*All Leaders receive \$455/week for their time spent at mandatory Leader Training.

*Leaders receive \$10/week pay increase for each of the following certifications/trainings- Game of Logging/S-212 chainsaw, rigging, Red Card, SCA Workskills Instructor, WFR, WEMT.

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 up to _____ pounds.

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

Percentage of time spent traveling per year: _____

Staff Member Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____