



**Title:** SECC Field and Logistics Coordinator

**Date:** November 9, 2018

**Location:** Chattanooga, TN

**Salary:** \$600 - \$630 weekly DOE

**Status:** full-time, exempt

**Benefits:** Full benefits as per Conservation Legacy personnel policies

**Start Date:** January 2019

### **Southeast Conservation Corps:**

The Southeast Conservation Corps (SECC), a program of Conservation Legacy, is a non-profit service organization built on the legacy of the Civilian Conservation Corps (CCC) that operated from 1933-1942. SECC provides youth, young adult's and recent-era veterans opportunities to complete conservation projects on public and private lands throughout Tennessee and the Southeast Region. While serving with SECC members learn job training skills, conflict resolution, leadership, teamwork, and environmental stewardship. Programs are structured using a stepladder approach to provide a progression of skill development based on a member's needs. SECC runs field programs nearly year-round from January – November, with the peak season being May – August, when adult and youth crews are operating at once. During peak season, up to seven crews can run at one time. SECC engages approximately 120 members per year throughout youth, adult, and veteran crews, as well as internships.

### **Summary:**

The Field and Logistics Coordinator's (FLC) primary responsibility is to manage logistics between the field crews, including Youth Conservation Corps (YCC) and adult AmeriCorps programming, and the office. Additionally, the FLC will assist the Field Program Coordinator in developing and implementing field-based leadership and technical skills trainings to support the development of SECC's field staff and participants as well as completing field visits to provide support to crews, field leadership and partners.

The position consists primarily of field and shop related work with some time needed for administrative tasks. Frequent evening and weekend work required. This position is dynamic with an ever-shifting schedule, flexibility is a must! Reports to Field Program Coordinator and Program Director.

### **Essential Responsibilities and Functions:**

#### **Program Logistics:**

- Manage and organize a clean and efficient shop.
- Supervise and manage rig-ups, de-rigs and re-supply of tools, equipment and food for all crews.
- Purchase and repair hand tools, chainsaws, camp equipment, and supplies as needed.
- Purchase and organize food while maintaining a clean and functional food pantry.
- Purchase supplies for new programs as they arise.
- Maintain regular inventory of all equipment, tools, and food.



- Maintain inventory and any related user interface of all electronic equipment for Crew Leaders including computers, cameras, GPS devices and all FC Field Communication devices.
- Maintain chainsaws and chainsaw parts inventory, perform basic chainsaw maintenance.
- Manage repair and maintenance of the SECC fleet of vehicles.
- Purchase supplies and equipment to maintain the shop.
- Maintain and create organizational systems for logistical management.

#### **General Administration:**

- Work within the established program budget and report purchases to the Field Program Coordinator and/or Program Director.
- Complete regular field site visit reports and complete any other necessary documentation.
- Meet regularly with Program Director and any relevant program staff to go over program purchases, budget, and expenses.

#### **Field Support and Risk Management:**

- Check-in with Crew Leaders and Crew Members during field visits.
- Provide guidance and emotional support to crews and crew leaders.
- Enforce all SECC and CL Policies and Procedures.
- Manage on the ground project quality and quantity by providing technical assistance to crews as needed.
- Respond to crew emergency situations.
- Participate in a weekly on-call system for crews in the field.
- Participate in staff trainings both as a trainer and/or trainee.

#### **Staff Development and Training:**

- Assist with the development and implementation of crew member and crew leader trainings.
- Work with Field Program Coordinator to develop and implement technical trainings for crews working on specialized projects.
- Assist with the development and monitoring of risk management policies.

#### **Minimum Qualifications:**

- Experience (1 year) with SECC or other conservation corps, professional trail and/or fire crew, or conservation-based program required.
- Clean (insurable) driving record, current driver's license (held for 3 consecutive years), and positive outcomes of federal and state criminal history checks.
- Expert skill level in all or most of the following: trail construction & maintenance, chainsaw operation & maintenance, hand tool maintenance.
- Good organizational, managerial and problem-solving skills.
- Excellent communication and teaching/mentoring skills.
- Strong conflict resolution and team building skills.
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment.
- The ability to teach, plan, and facilitate trainings for necessary technical skills.



- Able to work independently and also to motivate others.
- Current CPR & WFR or WFA certified; has demonstrated good judgment in emergency situations.
- Computer literate (MS Word and Excel proficient).
- Desire to spend time in the company of youth and young adults; ability to instigate fun!

**Preferred Qualifications:**

- Hold a current chainsaw operation certification at level A or higher.
- Hold a current cross cut operation certification at level A or higher.
- Specialized certifications or trainings such as grip hoist training, woodworking, dry stone masonry, herbicide applicators license within the Southeast region, etc.
- Bachelor's Degree or higher, in related field.

**To Apply:** Send Cover letter and resume [brenna@conservationlegacy.org](mailto:brenna@conservationlegacy.org)

Position open until filled.

*Southeast Conservation Corps is a program of Conservation Legacy.*