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**Valencia Soil and Water Conservation District Youth Corps Program**

**Youth Corps Leader Job Description**

**TITLE:** Youth Conservation Core Leader

**STATUS:** 32 hours per week

**SALARY: $**17.00 per hour commensurate with experience and/or skills.

**REPORTS TO:** Reports toConservation Program Manager

**SUPERVISORY RESPONSIBILITIES:** Provides daily instruction and oversight of work crew members.

**GENERAL JOB DESCRIPTION:** As directed, carries out project implementation including (but not limited to): cutting and spraying invasive vegetation as needed, landscaping, removal of invasive woody plants (Salt Cedar, Siberian Elm, and Russian Olive), garbage removal, road and site improvements, and general facility security. Ensuring the safety of visitors, program participants, volunteers, and staff by keeping entrances and exits at the Visitor & Education Center free from ice, snow, overgrown vegetation, and hazards. Help create trails and habitat enhancements by implementing conservation science/methodology.

**MAJOR DUTIES:**

* Ability to provide clear work instructions to other field crew and volunteers working on District programs and projects.
* Ability to take appropriate action to ensure safety of crew members and protection of District Property.
* Ability to perform District project work and other duties as assigned.
* Ability to complete building maintenance and cleaning tasks as directed.
* Ability to operate and maintain hand tools and motorized equipment such as: tractors, chainsaws, power tools, etc.
* Ability to successfully complete and perform on the job training, accept and follow instructions, and act with regard for safety and security of District property at all times.
* Ability to maintain a working knowledge of natural resource management information provided for improved efficiency in carrying out direction.
* Ability to communicate well orally and in writing.
* Cleans and maintains District buildings and property.
* Other duties as assigned.

**REQUIRED KNOWLEDGE AND SKILLS:** Must be able to always follow directions and exercise sound judgement at all times. Must have a willingness to learn about the conservation area, its goals and history, and its plants and animals. Must have a love of nature and eagerness to be part of a team. Must have proficient computer skills for entering timesheets, monitoring information, and other data. Experience in wildlife conservation management and education outreach, including leading tours, is highly desirable.

**NM Youth Conservation Corps Requirements:**

* Must be between the ages of 14 – 25 at time of hire.
* New Mexico residency
* Unemployed at time of hire
* May be in-school or out-of-school; however, there are restrictions in the number of hours in-school youth under the age of 16 can work.

**GUIDELINES:** Follows the VSWCD Employment Handbook for policies and directives specific for field workers safety and security. Is fully compliant with all New Mexico Youth Conservation Corps rules and requirements.

**COMPLEXITY:** Primarily requires proper judgement in carrying out physical tasks and specific details for efficient workday management including proper use and maintenance of tools and equipment, as well as safe operating practices. Ability to always accept instruction and act with safety and security. Maintain a working knowledge of the natural resource management information provided for improved efficiency in carrying out direction.

**SCOPE AND EFFECT:** Effective and efficient project implementation and management is essential to meeting District land and natural resource goals and objectives as directed by the VSWCD District Director per guidance from the Board of Supervisors.

**PERSONAL CONTACTS:** Primarily interacts and cooperates with District Staff, visiting Board of Supervisors and Friends of Whitfield volunteers. Works with the public, vendors, law enforcement, neighboring landowners, and volunteers of all ages, as directed. Acts responsibly and respectfully towards others and values their participation in District projects and activities.

**PURPOSE OF CONTACTS:** To safely and securely carry out management of the conservation area and have as a primary consideration the safety and security of District staff, visitors, and property at all times.

**EDUCATIONAL REQUIREMENTS:** High School Diploma or GED equivalent is preferred.

**PHYSICAL DEMANDS:** Job is physically demanding including light to medium to heavy duty tasks. Requires movement through brush, up and down small hills, some steep inclines, bending, and arching, while operating motorized equipment (as authorized and trained). Working in extreme temperatures with exposure to insects, and in an area with wildlife. Must be able to lift at least 50 lbs. and be in reasonably good physical shape.

**WORK ENVIRONMENT:** Work is performed primarily outdoors with occasional indoor work.

**CONDITIONS OF EMPLOYMENT:** Must possess and maintain a valid New Mexico State driver's license. Pre-employment background check and drug testing is required for all new hires with the VSWCD, and drug testing may be repeated randomly during employment.

*Revised* *April 2022*