

**Plumas Conservation, Restoration, and Education in Watersheds (P-CREW)
Assistant Youth Coordinator -- 2022**

Live. Work. Play.

Position:	Assistant Youth Coordinator for “P-CREW”
Location:	Taylorsville, CA
Season Dates:	April through August Preseason: mid April to May 6, 2022 P-CREW Youth Corps (6 weeks): June 14- July 22 <i>Postseason: until the end of August with potential options for extension.</i>
Benefits:	\$17.50 per hour, 40-48 hours per week Housing is not currently provided.
Program Overview:	<p>The Sierra Institute’s P-CREW youth corps is an immersive, six-week, experiential work opportunity designed to offer employment on Northern California’s public lands to youth from rural and urban areas around the state. For nearly a decade, the program has worked to develop the next generation of natural resource stewards through paid work experience, field-based learning, personal growth, and professional engagement. P-CREW encourages participants to embrace their role as stewards of public lands by working on the landscapes of Plumas and Lassen counties and forming relationships with California’s headwater ecosystems. Our goal is to encourage youth to recognize the interconnectedness of ecological processes like wildfire and the inequities within human populations wrought by limited access to natural spaces and increasing vulnerability to climate change induced natural disasters. Shifting the culture and perspectives guiding land management requires youth to be exposed to the outcomes of past management decisions, taught to recognize and measure the continued impacts of management activities, and participate in ecological restoration while developing a connection to place and dedication to stewardship.</p> <p>P-CREW members will spend the majority of their time outside, working, learning, playing, and exploring. Students will perform a variety of tasks related to ecological restoration and outdoor recreation requiring challenging physical labor and open communication with their crew members. Project work improves the health of landscape while simultaneously improving sustainable public access through many activities including but not limited to: trail maintenance and building, invasive species removal, aspen and meadow restoration, and hazardous fuels reduction.</p> <p>P-CREW is uniquely capable of providing a formative and unforgettable experience for youth through immersion in the culture and communities of the Sierra Nevada’s largest watershed. Students will forge unexpectedly strong friendships, develop leadership and job skills, explore diverse and wild forests, and build pride and confidence in themselves. We purposefully design crews to be balanced across geographies and gender identities to foster opportunities for exposure to a variety of backgrounds, stories, and cultures among crewmates.</p>
Position Overview:	The Assistant Youth Coordinator for P-CREW youth corps is integral to the success of this program. The Assistant Youth Coordinator will report directly to the P-CREW Program Coordinator and work closely with all field and office staff. This position will provide critical support to the program by assisting with coordination, logistics, and administration of three summer youth crews. Ideally, the Assistant Youth Coordinator will possess strong communication and organizational skills, flexibility, and experience in conservation corps.

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During the pre-season, the Assistant Youth Coordinator will assist with the hiring process of 33 teenagers including applicant review, reference checks, interviews, and selection process. The Assistant Youth Coordinator will also assist with the training of crew leaders and Alumni All-Star Assistants (assistant crew leaders). Additionally, the Assistant Youth Coordinator will provide general support of program logistics, planning, and administration.

During the high season, the Assistant Youth Coordinator will act as a liaison between field staff and office support staff. Weekly duties will include: resupplying food and equipment to crews in the field; organizing and tracking each crew's project accomplishments; facilitating efficient meal planning and shopping for crews; taking photos and videos of crews; preparing and organizing weekly paperwork; and developing the publication of social media content. The ideal Assistant Youth Coordinator will also provide educational lessons to the crews on occasion and provide relief to the crew leaders when needed or if there is an emergency.

Postseason, the Assistant Youth Coordinator will support with the wrap of the season. Post season responsibilities will include: final summaries of project accomplishments; gear inventory; grant writing and research; developing postseason social media content; organizing paperwork; reviewing crew member and crew leader evaluations; and more.

If interested in extending work after P-CREW, there will be an opportunity to join Sierra Institute's trail crew.

Duties and Responsibilities:

- Assistance in preparation of Sierra Institute's summer youth program, P-CREW
 - Assistance with program coordination, logistics, and administration
 - Facilitating or supporting crew leader training
 - Working an on-call schedule for crew support during high season
 - Responding to emergencies (vehicle issues, medical evacuations, etc.)
 - Serving as an interim Crew Leader in case of necessity or emergency
 - Leading occasional weekend recreation with youth crews if needed (backpacking, swimming, hiking, etc.)
 - Preparing, tracking, and organizing weekly paperwork and project accomplishments
 - Assist in mentorship and supervision of three crews containing two crew leaders, 11 crew members (ages 16-18) and one Alumni All-star Assistant for 6 weeks including day to day activities at the project site, at camp, and recreational activities on the weekends. This includes providing physical, social, and emotional support to the crews.
 - Provide guidance, leadership skills, and camp operations to the youth crew leaders to foster personal and professional growth.
 - Navigate to and from work, camp, and recreational sites safely.
 - Prepare, collect, organize and summarize written, digital, and oral reports on project status, supplies, personnel, incidents, vehicles, and expenses to support staff on a weekly basis. This includes capturing before and after photos of projects and photos of crew members working and camping.
 - Create healthy meal planning for crews, shopping for all crews, and food resupplies each week.
 - Plan, organize, and facilitate team bonding activities and educational lessons as needed.
- ** Additional details regarding the trail restoration crew to be provided upon interview, if interested.*

Qualifications:

- Proof of full COVID-19 Vaccination
- Wilderness First Aid certification (or higher)

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- Pre-service background screening required
- Clean Driving Record
- A demonstrated commitment to youth development and stewardship. Experience working with teens (ages 15-18) required.
- Experience working on or supporting youth and/or young adult crews in conservation/restoration activities preferred.
- Social and emotional skills to promote positive personal growth and develop relationships with people from all backgrounds, abilities, cultures, orientations, identities, and communities.
- Undergraduate degree in Outdoor Recreation Leadership, Natural Resources, Education, Psychology, Child Development, or similar program, **and/or** experience working with groups on conservation restoration projects.
- Comfortable working in both the office and the field for 8 hours a day
- Excellent outdoor trip planning skills and knowledge of gear and tool maintenance.
- Strong leadership, organizational, and problem-solving skills are preferred.
- A sense of humor and positive mental attitude!
- Ability to work long hours, and be responsible for crew 24 hours a day/7 days per week in the field and at camp during the 6-week P-CREW youth program if needed.

To Apply: Please send a cover letter outlining your relevant experience and interest in the Youth Corps Crew Leader position, resume, and contact information for three references as one document. Submit application materials to Jobs@SierraInstitute.us with “P-CREW Assistant Youth Coordinator” in subject line or mail application materials to: P-CREW, Sierra Institute for Community and Environment, P.O. Box 11, Taylorsville CA 95983. **Applications are reviewed on a rolling basis. Interviews begin February 2022. Positions are open until filled.** Sierra Institute for Community and Environment is an Equal Opportunity Employer.

Questions? Contact Asia Pfeifer, P-CREW Program Coordinator at (530) 284-1022 or email at apfeifer@sierrainstitute.us