

# C&O Canal Trust Conservation Jobs Corps Coordinator



**TITLE:** Conservation Jobs Corps Coordinator  
**REPORTS TO:** Director of Programs and Partnerships  
**LOCATION:** C&O Canal National Historical Park Headquarters, Hagerstown, MD  
**DURATION:** January 15, 2019 - June 31, 2019 (6 month term)  
**HOURS:** 40 hours/week, including attendance at weekend events in March-June.

## **DUTIES AND RESPONSIBILITIES:**

The C&O Canal Trust seeks an enthusiastic, people-oriented Coordinator to develop and manage daily operations of our Conservation Jobs Corp (CJC) program. We need a candidate with strong interpersonal skills, great attention to detail, self-driving work ethic, and ability to excel both in the office and the field.

The CJC is a program of Maryland State Parks, which engages motivated young adults, ages 15 - 18, to complete challenging and impactful conservation and service projects throughout the State of Maryland. Projects may include, trail work, park maintenance, invasive species removal, re-vegetation and local environmental service projects. Crews may also complete technical and/or specialized projects depending on needs, including disaster relief if the opportunity arises. CJC programs focus on place-based learning, life skills development, appreciation of diversity, civic responsibility and career development. CJC also provides an opportunity for Corps Members to learn about the local environment, environmental issues and introduces individuals to recreation and resource management careers.

The CJC Coordinator will be charged with developing and implementing CJC programming for up to six weeks of man-hours in Spring/Summer 2019 including both work projects and enrichment activities. The position will also be responsible for the development of a Diversity, Equity, and Inclusion plan for the Trust, as well as a "Ladder of Participation" document outlining all opportunities for progressive levels of involvement with the C&O Canal National Historical Park up to and including job placement.

The Conservation Jobs Corps Coordinator reports to the Director of Programs and Partnerships, works closely with National Park Service and C&O Canal Trust employees as well as the Montgomery County Department of Recreation and several community partner groups, and supervises the work of a crew of 5-6 youth. As a small—but quickly growing!—nonprofit, all staff are required to assist with general organization-wide duties and at major events. Some weekend and evening work will be required, but compensatory time off is available.

Responsibilities of the CJC Coordinator will include, but are not limited to:

## **Project Management and Implementation**

- Develop conservation, preservation, and trail projects, as well as recreational and educational enrichment activities in collaboration with the National Park Service and Montgomery County Department of Recreation.
- With National Park Service and Montgomery County Department of Recreation, create and maintain a schedule of activities for the Conservation Jobs Corps crew.
- Plan for, manage, supervise, and lead the day-to-day details of project work.
- Motivate a crew of five to six young adults to efficiently complete conservation projects on public lands within an 8-hour work day.
- Effectively delegate project work among crew.

- Manage the on-the-ground quality and quantity of project work.
- Think critically to resolve issues and solve problems.
- Communicate effectively and coordinate logistics with project partners.

### **Leadership and Mentorship**

- Implement skills training on work-site and facilitate intentional discussions via informal lessons to contribute to the crew's personal growth and group dynamics.
- Must be willing to follow and enforce all policies, maintain professional boundaries, and appropriately represent the C&O Canal Trust. This includes creating a substance free work environment, refraining from the use of tobacco products, alcohol, and drugs while involved in the program.

### **Safety and Risk Management**

- Monitor, manage, and promote the crew's physical and emotional safety at the work site.
- Exhibit strong situational awareness and promote a culture of safety.
- Transport equipment safely in National Park Service trucks.

### **Administration**

- Complete professional documentation of time sheets, daily and weekly reports, incident reports, etc.
- Responsible for all project related outcomes and deliverables.
- Manage budget and credit card for purchases.

### **QUALIFICATIONS:**

- Associate's or Bachelor's Degree OR currently enrolled in a two or four year degree program.
- Leadership experience with youth or young adults.
- Excellent organizational and communication skills.
- Strong project-management skills
- Is a self-starter, and has ability to work well both independently and on a team.
- Excellent time-management and ability to work under tight deadlines.
- Strong interpersonal, diplomacy, and partnership skills.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- Willingness to learn and be a part of a dynamic community.
- Must be adaptive, patient and able to maintain a positive perspective throughout.
- Must have experience in the use of software programs such as MS Word, Excel, and PowerPoint.
- Physically fit and able to work long days in adverse conditions.
- Must be 21+, have a clean driving record and a current driver's license.
- As this position involves extensive local travel to and from events, a personal vehicle is required.
- Availability to attend weekend events is mandatory
- Bilingual Spanish/English preferred
- Technical Park maintenance experience preferred.

## **BENEFITS**

This position is based on a full time 6-month term contract, paid at a rate of \$14/hour. The position is based in the Canal Trust office in Hagerstown, MD, but significant time will be spent working in the Park, particularly in the Montgomery County sections. This position is expected to work some evenings and weekends with compensatory time off.

Benefits package is not provided for contract positions, though significant training and networking opportunities are provided.

The C&O Canal Trust is committed to providing equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, disability, sex, or age.

## **TO APPLY**

Submit resume, cover letter, and three professional references to Director of Programs and Partnerships Becky Curtis at [Curtis@CanalTrust.org](mailto:Curtis@CanalTrust.org) by December 31<sup>st</sup> for consideration.