

# Plumas Conservation, Restoration and Education in Watersheds (P-CREW) Assistant Coordinator Position

**Hiring Organization:** *Sierra Institute for Community and Environment*

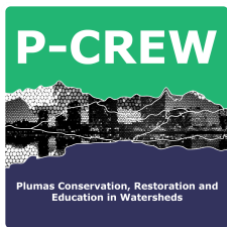
To learn more check out the website <https://sierrainstitute.us>



**Position Title:** *P-CREW Program Assistant Coordinator*

To learn more about P-CREW check out the website <https://pcrew.sierrainstitute.us>

**Application Deadline:** January 14, 2019 or until position is filled.



*For questions and inquiries, call Ashley Bomar, P-CREW Program Manager, at 530-284-1022.*

*Or e-mail [PCREW@SierraInstitute.us](mailto:PCREW@SierraInstitute.us)*

**SIERRA INSTITUTE'S MISSION**  
Promoting healthy and sustainable forests and watersheds by investing in the well-being of rural communities and strengthening their participation in natural resource decision-making and programs.

**Position Overview:** The Sierra Institute for Community and Environment, a non-profit organization, is seeking a Program Assistant Coordinator who will report directly to the Program Manager and work closely with all program and office staff. This Assistant Coordinator will assist in coordinating four summer youth crews for Sierra Institute's youth corps program: Plumas Conservation, Restoration, & Education in Watersheds (P-CREW). The Assistant coordinator must have excellent leadership, time management, and communication skills, and will help with the logistics of running two crews simultaneously both from the office and in the field. The Assistant Coordinator will **need their own 4-wheel drive vehicle capable of traveling on rough gravel roads** and will be reimbursed for mileage monthly.

The Sierra Institute is located in rural Taylorsville, CA surrounded by millions of acres of national forest that will be the Assistant Coordinators' home for the summer. The salary for the Assistant Coordinator is \$12.50 per hour for the 6-month (April-Sept.) summer season. Meals are provided if/when in the field. The position requires 5, 8 hour days a week for the months of April and May and six, nine-hour days a week during peak season June-August. September will be flexible. You must be able to pass a background check.

**Program Background:** P-CREW provides opportunities for urban and rural teens to restore the environment, learn about natural resource management, gain job skills, and disconnect from technology while they camp for five consecutive weeks working 40 hours a week on projects that restore the watershed. P-CREW is a unique summer program that actively works towards breaking down social barriers by embracing diversity. Crews of twelve, 10<sup>th</sup>-12<sup>th</sup> grade teens are managed by two group leaders for two, five-week sessions while performing restoration work on the Plumas and Lassen National Forests and adjacent lands in the Northern Sierra. Students are in the field 24/7 and do not go home for five weeks. The Assistant coordinator provides "ground" support.

**Responsibilities and Duties-** Including but not limited to assisting with:

- Creating project/crew schedules
- Recruiting/interviewing crew members
- Training crew leaders and crew members
- Organizing paperwork and mailing packets
- Resupplying food (bulk shopping) and equipment to crews in the field
- Problem solving/conflict management
- Resolving group dynamic and team issues
- Working with the crew on field projects and supporting field staff
- Responding to emergencies (flat tires, broken down vehicle, medical evacuation) and being on an on-call schedule for crew support

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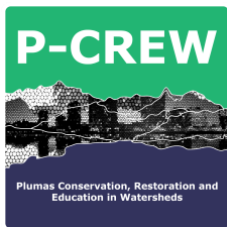
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- Leading crews in case of emergencies or necessity
- Management of all group gear and equipment before and after it enters the field
- Occasional weekend recreation with crews
- Teaching educational lessons to crew
- Taking Photos/videos of crew
- Preparing and organizing weekly paperwork for/from crew leaders
- Coordinating a community volunteer day (personal project)
- Fleet management
- Social media posts on Facebook, Instagram, and updating our website
- Acting as a liaison between field staff and office staff

## Required Qualifications:

- 1+ years experience leading youth or Young Adult crews in conservation/restoration activities
- Desire to learn behind the scene operations and comfortable working in an office for 8 hours a day
- Wilderness First Responder Certificate
- Highly flexible, adaptable and ability to problem solve on-the-fly
- Excellent outdoor trip planning skills and knowledge of gear maintenance and repair (tents, zippers, backpacking stoves, water filters, etc...)
- Good computer skills, including but not limited to Microsoft Word, Excel, and PowerPoint, along with Mac familiarity
- Excellent written and verbal communication skills
- Personal 4-wheel drive vehicle that can travel on rough terrain and gravel roads in Plumas and Lassen Counties
- Ability to work independently with little supervision and with a team
- Undergraduate or advanced degree in Outdoor Recreation Leadership, Natural Resources or similar program with teaching experience, and or equivalent experience working with groups on conservation and/or natural resource restoration projects

**Tentative start and end dates:** April 1, 2019 - September 25, 2019

**To Apply:** Please send a cover letter outlining your relevant experience and reason(s) for interest in the position, resume, and contact information for three references as one document. Submit application materials to [Jobs@SierraInstitute.us](mailto:Jobs@SierraInstitute.us) with P-CREW Assistant Coordinator in subject line or mail application materials to: P-CREW, Sierra Institute for Community and Environment, P.O. Box 11, Taylorsville CA 95983.

**Application deadline January 14, 2019 or until position is filled.**