



WisCorps, Inc.
789 Myrick Park Drive
La Crosse, WI 54601

Now Hiring Headquarters Staff!

Position Title: Field Coordinator
Location: La Crosse, WI
Department: Conservation Corps
Status: Seasonal Full-time (40 hours per week)
Position Dates: x1 SUMMER POSITION - April 11th to August 26th - (20 WEEKS)
x2 SUMMER & FALL POSITIONS - April 11th to December 2nd - (34 WEEKS)
Schedule: Full-Time. Flexible schedule with varying shifts; 40 hours/week with additional hours as needed. Some evening & weekend hours may be occasionally required.
Reports to: Program Coordinator
Travel: Yes, moderate regional travel required
Starting Salary: \$650 per week, exempt from overtime
Benefits: Competitive pay, opportunity for advancement, health, dental (after two month waiting period), dynamic & fun work environment
To Apply: Email cover letter & resume to Eric Robertson @ Eric.Robertson@WisCorps.org by 5:00pm on Feb 25th, 2022

About WisCorps:

WisCorps is a 501(c)3 organization headquartered in La Crosse, WI. Our two core programs include the Conservation Corps and the Myrick Park Center. We carry out conservation projects throughout the state of Wisconsin and the Upper Midwest and provide environmental education programs for children, adults, and families in the La Crosse community. Our building, the Myrick Park Center, is used as a wedding venue, and as a meeting space for a variety of community organizations.

Our mission is to develop leadership, self-confidence, and a strong work ethic in youth and young adults through the active stewardship of Wisconsin's communities and natural resources.

Our Commitment to Justice, Equity, Diversity, and Inclusion:

We expect members of our staff to be justice, equity, diversity, and inclusion leaders within the organization and in our community. Staff is expected to continually create and support a culture of justice, equity, diversity, and inclusion in all WisCorps programs. Staff should seek to remove barriers to participation and create a safe and welcoming environment for all individuals, especially those who have been traditionally marginalized in the environmental field. This includes, but is not limited to BIPOC, AAPI, LGBTQIA+, Hispanic/Latinx, and individuals with a disability. Staff lead with an anti-racist mindset, and continually evaluate policies and procedures, and identify and provide feedback on those that do not support justice, equity, diversity, and inclusion.

Position Overview:

WisCorps Field Coordinator positions are full-time seasonal based out of the La Crosse, WI headquarters. Field Coordinators travel throughout Wisconsin, as well as occasional trips to Michigan and Indiana. Field Coordinators are responsible for supervising Crew Leaders as well as administrative, logistical and personnel support of 2-3 field crews. Field Coordinators are responsible for conservation project preparation, implementation and reporting. This position will ensure WisCorps crews are fully prepared and equipped with the appropriate project supplies/tools, transportation and equipment prior to departing for their projects. This position will work directly with each Crew Leader to ensure crew safety, high quality work, positive crew community and strong crew work ethic and personal development of each Crew Member, among other responsibilities.

Field Coordinators must be comfortable with physical labor and long days (including some nights/weekends) in outdoor & unpredictable conditions. Field Coordinators should expect extensive travel/overnights required throughout the course of the field season.

Field Coordinator Responsibilities:

- Management and Supervisory Duties
 - Supervise 2-3 field crews, which includes being on call during non-work hours to respond to crew emergencies or incidents.
 - Perform weekly site visits and evaluations of project sites, Crew Leaders, and Crew Members experience and maintain regular communication with field crews.
 - Facilitate any corrective action for Crew Leaders and Crew Members and keep appropriate records.
 - Teach and advise field Crew Leaders about creating an inclusive and functional crew community.
 - Assist with Crew Member candidate interviews.
 - Conduct Crew Leader & Crew Member evaluations.
- Programmatic Duties
 - Attend all WisCorps staff, committee, and program meetings as requested.
 - Work within Conservation Corps department to ensure projects are in compliance with AmeriCorps regulations.
- Training Duties
 - Assist with planning, implementing, and evaluating Crew Leader Training and Crew Member Orientation.
 - Outline skills and leadership development goals for Crew Leaders.
- Risk Management and Safety Duties
 - Assist with warehouse systems, processes, and inventories. Ensure that the warehouse meets OSHA compliance and WisCorps standards and is clean and orderly.
 - Oversee and manage assets related to trail or chainsaw/forestry projects.
 - Remain drug, tobacco, and alcohol-free while on duty or while in uniform.
- Projects and Logistics Duties
 - Assist with the management of project sponsor relationships including the development of a project itinerary, regular site visits and assisting with communication before, during, and after the project.

- Provide technical, logistical, personnel and administrative support for each field crew.
- Ensure crew safety, strong crew work ethic, high-quality work, and professionalism on the project site.
- Organize AmeriCorps events centered around National Days of Service for all WisCorps AmeriCorps Members, including but not limited to the Martin Luther King Jr. Day of Service and the 9/11 National Day of Service and Remembrance.
- Data Collection Duties
 - Ensure Crew Leaders complete project field paperwork including weekly reports, safety sheets, incident reports, end-of-week checklists, feedback forms and others as necessary.

Field Coordinator Qualifications:

- Bachelor’s Degree in Recreation, Conservation, Sustainability, Environmental Science, Education, or related degree preferred
- Previous supervisory and outdoor program experience working in a team setting supporting/developing young adults preferably in a Conservation Corps or Summer Camp setting as well as experience in non-profit, conservation and/or natural resource management field preferred
- Working knowledge of environmental restoration project management such as trail maintenance and construction, waterway restoration, and invasive species management.
- Experience with hand and power tools, including brushcutter/hedger/chainsaw operations
- Highly self-motivated, hardworking, confident, autonomous
- Excellent communication skills
- Ability to solve problems and think creatively when faced with obstacles
- Efficient time management and able to set and meet deadlines
- Highly organized and able to reprioritize tasks as needed
- Valid driver’s license and an insurable driving record
- Current WFA/CPR certificate or higher or ability to attain WFA/CPR within 30 days of starting employment
- Ready to undergo a criminal background check
- Experience with Microsoft Office Software, including Outlook, Excel, and Word - a plus
- Experience with or knowledge of working with AmeriCorps in either an AmeriCorps member or staff capacity are also preferred
- Believes in the WisCorps mission and willing to adhere to WisCorps policies and procedures

WisCorps provides equal employment opportunities without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran per applicable federal, state, and local laws. We are committed to assuring equal employment opportunity and equal access to services, programs, and activities for persons with disabilities. If you have a disability, and need to access information in an alternative format, or need it translated into another language, please contact us at 608-782-2494, by email at staff@wiscorps.org, or Wisconsin Relay 711.