



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

Now Hiring Headquarters Staff!

Position Title:	Crew Program Coordinator
Department:	Conservation Corps
Reports to:	Crew Program Manager
Status:	Full-time, permanent
Schedule:	Flexible schedule with varying shifts; 40 hours/week with additional hours as needed. Some evening & weekend hours will be required. Expected start date is April 3 rd 2023.
Travel:	Yes, regional travel and overnights throughout Wisconsin and the upper Midwest
Starting Salary:	\$35,000 to \$40,000 annually depending on experience, exempt from overtime
Benefits:	Competitive pay, opportunity for advancement, health, dental, 401k, six weeks of paid time off annually, seven paid holiday, parental leave, dynamic & fun work environment
To Apply:	Email cover letter & resume to Eric Robertson at Eric.Robertson@WisCorps.org by 5:00pm on March 5 th , 2023

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:

Reporting to the Crew Program Manager, Crew Program Coordinators are full-time, permanent positions based out of WisCorps' La Crosse office. During the Crew Program field season (May – November), Crew Program Coordinators will travel extensively throughout the Midwest. The Crew Program Coordinator is responsible for supporting 1 seasonal Field Coordinator, supervising Crew Leaders as well as administrative, logistical and personnel support of 2-3 field crews during the field. The Crew Program Manager and Crew Program Coordinators will co-train 1 seasonal Field Coordinator. Crew Program Coordinators are responsible for conservation project preparation, implementation and

reporting. This position will ensure WisCorps' local and field 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 assigned Crew Leaders 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. During the Crew Program off-season, the position will perform support for both the Crew Program and the Individual Placement program; this is anticipated to last span December through April.

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

Crew Program 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
 - Provide guidance and support for 1 seasonal Field Coordinator
 - Perform weekly site visits and evaluations of assigned project sites, Crew Leaders, and Crew Members experience and maintain regular communication with 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 Leader candidate interviews
 - Lead and facilitate 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
 - Assist with Individual Placement Program capacity and training needs, specifically during the Crew Program off-season (December – April)
 - Represent WisCorps at conferences, community, and recruitment events
- Training Duties
 - Assist with planning, implementing and training of seasonal Field Coordinators
 - 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 all 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 seasonal Field Coordinators and crews
 - 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
 - Work closely with department staff to oversee Conservation Corps Crew purchasing, fleet vehicles, trailers, tools, equipment, supplies, crew logistics, and facilities
- 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
 - Organize and process Crew Program project data for end of season and annual reporting
- Equity, Diversity, and Inclusion
 - Be a leader within the organization and community for equity, diversity and inclusion
 - Continually create and support a culture of equity and inclusion in all WisCorps programs
 - Seek to remove barriers to participation and create a safe and welcoming environment for crew members and staff from communities traditionally marginalized in the conservation movement, including, but not limited to BIPOC, AAPI, LGBTQIA+, Hispanic/Latinx, and individuals with disabilities
 - Lead with an anti-racist mindset and continually evaluate WisCorps policies and procedures to identify and refine or remove those that do not support equity, diversity and inclusion.

Field Coordinator Qualifications:

- Bachelor's Degree in Recreation, Conservation, Sustainability, Environmental Science, Education, or related degree preferred
- Three years of 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 brush cutter/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.