

**Position Title:** YouthWork Field Coordinator

**Starting Salary Range:** \$39,600 - \$43,600

**Location:** Traverse City, MI with regular travel throughout Michigan

**Status:** Full-Time

**Reports to:** Field Manager

### **About YouthWork**

Child & Family Services' YouthWork Conservation Corps is a nonprofit workforce development program that strengthens young people and their communities through service-based learning. YouthWork teaches job and life skills to young people as they complete hands on conservation and skilled trades projects for nonprofits and government agencies across Michigan. YouthWork AmeriCorps crews plant trees, build trails, remove invasive species, weatherize homes, restore historic structures, improve parks, protect habitats and waterways, and learn how to use tools and work together as a team. Our central office is in Traverse City, Michigan with crews serving around the state.

YouthWork provides vulnerable young adults ages 16-35 with hands-on experience while they earn living stipends, scholarships, and 21st century job skills. The projects completed by YouthWork are mutually beneficial and achieve three objectives – first, they build job and life skills for young people, preparing them for careers in conservation and skilled trades while instilling an appreciation for community service, recreation, and stewardship; second, they save valuable resources for nonprofits and government agencies, as projects are completed at reduced rate by leveraging strategic partnerships and diverse funding sources; and third, they protect and enhance our natural resources and community spaces for all to enjoy. See our growing list of partners and learn more at [www.cfsnwmi.org/youthwork](http://www.cfsnwmi.org/youthwork).

### **About Child & Family Services**

YouthWork is an AmeriCorps program of Child & Family Services of Northwestern Michigan (CFS), a 501(c)(3) nonprofit organization. CFS ensures the safety and well-being of those we serve during times of crisis, challenge, and life transition. Since 1937, CFS has provided foster care and adoption services to children and families. Over the years, the organization has grown to respond to the community's changing needs, adding counseling, youth shelter and services, suicide prevention, workforce development, and more to its roster of programs. Today, more than 120 CFS employees serve individuals and communities in more than 30 Michigan counties at offices in Traverse City, Harbor Springs, and Gaylord while providing some services remotely. Learn more at [www.cfsnwmi.org](http://www.cfsnwmi.org).

### **Summary**

The YouthWork Field Coordinator will work with diverse staff, partners, and young adults to help prepare young adults for the workforce as they complete service-based skilled trades and environmental conservation projects for nonprofit and public partners throughout Michigan. The Field Coordinator will support the Field Director with the program's field operations by ensuring the safe, timely, and accurate completion of conservation and skilled trades projects. This position will work

collaboratively with YouthWork administrative and field staff, project partners, and young people to ensure the program provides effective and efficient services to our partners and AmeriCorps members.

The Field Coordinator will help train and supervise field staff, monitor the progress of projects, ensure quality control, and support the logistical and administrative duties of the statewide program. The position requires a strong work ethic, a positive attitude, and the ability to work independently but ask for support when required. The ideal candidate has experience working in the skilled trades or conservation industries and is community-focused with a passion for conservation and serving young people. YouthWork is committed to equity and removing barriers to the workforce, service, and the outdoors. Women, minorities, and members of the BIPOC, LGBTQ+, and disability communities are encouraged to apply.

### **Responsibilities**

- Support the administrative team with hiring, training, supervising, and supporting Crew Leaders and AmeriCorps Members as they complete skilled trades and conservation projects including monitoring attendance, providing skill and professional development opportunities, daily problem-solving and logistical support, providing constructive feedback, and responding to the needs of field staff and members including after-hours support.
- Support the administrative team with bidding, scheduling, and overseeing projects including crew assignment to projects, project coordination, conducting scheduled and surprise site visits, monitoring quality control, and ensuring crews have the information, tools, equipment, and PPE required for the timely, safe, and accurate completion of projects.
- Support and oversee YouthWork's new Climate Corps initiatives including weatherization projects and other climate-related projects.
- Ensure the accurate and timely completion of required paperwork and reports by field staff (timesheets, project evaluations, vehicle surveys, inventory and tool/equipment management, etc.) and track down any missing, incomplete, or incorrect reports.
- Provide excellent customer service to project partners at nonprofit and government agencies such as parks and recreation departments, the National Park Service, conservation districts and land conservancies, etc. and ensure follow up with partners after the completion of projects.
- Ensure field staff and AmeriCorps members follow all YouthWork, AmeriCorps, and other policies, procedures, and safety standards.
- Act as a liaison between field and administrative staff, monitoring, documenting, and reporting day to day project activities, successes, and concerns to the administrative team.
- Supporting the AmeriCorps Program Specialist with equipment, tool, and uniform ordering, inventory, and storage, and daily inventory management and project preparation (checking-in and out equipment/tools, loading trailers, maintenance, etc.).
- Supporting the AmeriCorps Program Specialist with YouthWork vehicle fleet management including monitoring regular vehicle surveys, maintenance and repairs, vehicle assignments, etc.
- Building nurturing connections with YouthWork members, crew leaders, partners, and communities, setting a good example for other staff and members.
- Fostering a sense of community amongst YouthWork staff and AmeriCorps members, acting as a leader and setting a great example of work ethic, punctuality, and sensitivity.
- Regular travel independently within Michigan for required site visits, meetings, project/field support, events, trainings, and other activities as required by the program and its funders.
- Participating in all required YouthWork, CFS, AmeriCorps, and MCSC meetings.
- Assisting with any other general duties assigned.

## **Qualifications**

- Minimum two years' experience in skilled trades, conservation, or related field
- Previous experience with supervision, training, experiential education, skilled trades, conservation, landscaping, or similar trades work, and working with youth strongly preferred.
- Additional knowledge of the trade industries and workplace safety protocols preferred.
- Commitment to excellent customer service and creating a welcoming, team atmosphere.
- Ability to prioritize and manage multiple responsibilities while meeting deadlines and working independently to achieve goals.
- Demonstrate a commitment to equity, curiosity, creativity, flexibility, professionalism, and patience.
- Possess an excellent work ethic, a positive attitude, and a passion for serving youth and environmental conservation.
- Ability to mentor youth members and Crew Leaders and model appropriate behavior, prioritize duties, and demonstrate creativity, patience, and good humor.
- Excellent organization, communication, relationship, and risk management skills.
- Must be able to perform physical duties such as hiking, lifting operating equipment, etc. and work alongside crews to complete projects which may take place in hot, cold, wet, humid, dry, and arid conditions.
- Must possess a valid driver's license and pass required criminal history background checks.
- Familiarity with software such as Microsoft Office.
- Must exhibit a passion for serving at-risk youth, community service, and the environment.

**Benefits:** Health insurance; 12 paid holidays; paid time off including 20 vacation days per year, 4 personal days per year, and 10 sick days per year; flexible schedule during the off-season; a positive, family-oriented work environment; and access to free counseling, professional development opportunities, and much more!

While this position description describes the general nature and level of work being performed by people assigned to this position, it is not an exhaustive list of all responsibilities, duties and skills required. All positions of Child & Family Services' YouthWork program may require duties outside of normal responsibilities, as needed.

Please submit cover letter and resume to Amanda Scott, YouthWork AmeriCorps Director, at [ascott@CFS3L.org](mailto:ascott@CFS3L.org).