



Seasonal Community Forestry Corps (CFC) Crew Lead

Job Description

Seasonal FT: Approximately 40 hours/week starting in mid-May and ending in mid-August. Monday through Friday from 8:00am - 4:00pm.

Location: TBD

Pay: \$20/hour

Who We Are: PLAY Boulder Foundation, founded in 1976, is the official non-profit partner of the City of Boulder Parks and Recreation Department. Our mission is to support excellence in parks and recreation by mobilizing community support through education, philanthropy, and advocacy. We enhance local public spaces, preserve Boulder's environment, and expand access to recreation programs.

Position Summary – Seasonal Community Forestry Corps (CFC) Crew Lead

Want to work FOR and WITH some incredible young people? Passionate about trees and working outdoors? This is your job! CFC Crew Leads work with the PLAY Boulder Foundation's Tree Trust program managers and community partners to teach, mentor, and supervise teams of youth aged 14-17 around the topics of urban forestry, tree care and maintenance, nature-based climate solutions, community outreach, professional development, and more! They help build efficient teams, complete projects, support youth stewardship, and develop job skills. This is a dynamic position that requires a lot of physical and emotional energy, but the rewards are incredible.

This role entails responsibilities both within the city of Boulder as well as the county, and will report to the CFC Program Manager or Tree Trust Program Manager. This role will exercise supervision over the Seasonal CFC Youth Crew Members and occasional volunteers.

Must have reliable transportation to/from work each day, or communicate the need for assistance. It is expected that Crew Leads bring their lunch to work each day, but assistance can be arranged.

Responsibilities

Supervising & Project Management (40%)

- Leads a 5-member CFC youth team, completing projects such as tree care, maintenance, and other natural resource management projects.
- Responsible for the transportation and general management of the team including safety (physical and mental/emotional), supervision, project management, and evaluation.
- Works cooperatively with other staff and project partners to carry out work plans. Organizes work within the group to maximize safety, project completion, team development, and individual contribution.
- Keeps accurate records on each CFC team member, which includes documentation of hours worked, incident reports, progress reports, and evaluations.

Training and Mentorship (30%)

- Supervises youth and develops a positive team environment.
- Integrates learning opportunities into projects to help youth members develop knowledge and stewardship awareness.
- Supports the growth and development of the CFC Youth Crew.
- Plans and facilitates environmental education lessons and team building activities, following the provided curriculum.
- Provides task instruction to youth members as needed.

Safety & Professionalism (20%)

- Knows and complies with all policies, including safety best practices.
- Participates in professional training and development; and adheres to attendance and workplace attire policies.
- Takes proper safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents and injuries. Ensures the use of proper safety equipment.
- Reports and takes personal responsibility for all accidents, damage to city property, and/or policy infractions.

Supporting Peers as a Team Player (10%)

- Coordinates team tasks and daily operations with co-leaders. Provides opportunities for co-leaders to practice skills and areas of opportunity and collaboratively develop each other's leadership skills.
- Actively builds knowledge base and seeks professional development in order to support the team with environmental education and team-building activities.
- Openly shares successes and challenges to support team learning and individual growth.

Qualifications

- Must be between **18 and 24 years old** by program start date.
- Have and maintain a **valid drivers' license** with at least three years of experience regularly operating a vehicle by yourself (do not count Driver's Permit hours) and an acceptable motor vehicle record. You will be responsible for driving minors.
- **High School Diploma** or equivalent.
- Ability and desire to work with high schoolers (ages 14-17) and with individuals from diverse ethnic, cultural, and socioeconomic backgrounds in a fair, supportive, and cooperative manner.
- Commitment to safety - ability to perform risk and hazard analysis and implement proper safety controls; ability to judge weather conditions.
- Ability to meet the physical demands of outdoors work.
- Emotional intelligence – identifying the best people for the job, and noticing, interpreting, anticipating others' concerns and feelings, and communicating empathetically in response.
- Team player - has interest, skill, and success in getting groups to work together. Approaches interactions with curiosity and openness, willing to share and receive information, and makes joint decisions where all voices are heard.
- Ability to problem solve and make sound decisions by recognizing needs, assessing possible methods to meet needs, and acting on solutions.
- Positive attitude; you are flexible, curious and hardworking. Responsive to feedback, and able to function effectively when directions or priorities change quickly.
- Ability to write and speak effectively and courteously to communicate ideas with youth, parents, and community members.
- Knowledge of and compliance with all policies, including safety best practices.
- Standard First Aid and Adult CPR certification required (free Wilderness First Aid (WFA) class offered during Team Leader training).

Preferred Qualifications

- Bilingual - English/Spanish.
- At least two months of experience teaching or supervising middle or high school aged youth. Demonstrates commitment to mentoring others, answering questions, and providing a safe space to learn.
- Experience in tree care, environmental education, or natural resource management.
- Prior experience or training in first aid.

- Skill in project management – familiar with coordinating events or projects that involve many variables including time, people, resources, guidelines and specifications, and responding to unexpected or additional elements. Attention to detail is crucial.
- Organized – ability to carefully plan activities, tasks, and projects; follow established procedures; and maintain accurate records.
- Skill in taking initiative – identifying what needs to be done and doing it before being asked or before the situation requires it. Completes work in a timely and consistent manner.
- Knowledge of positive youth development principles and leadership styles.

Application Instructions

- Please send a resume, cover letter, and a note about how you heard about us to daniel@playboulder.org with the subject line “[First Name] [Last Name] CFC Crew Lead” by Friday, April 19th 2024.
- Your cover letter should describe why you want the position and how your skills and experience match the job responsibilities and qualifications listed above.
- Applications will be accepted on a rolling basis until the position is filled.
- Need help applying or setting up an email? Text “Application Help” to **Daniel** at **(847)922-2179** to get connected with support.

Studies show that women and people of color are less likely to apply for jobs unless they believe they have every one of the qualifications listed. We encourage all applicants to apply, even if you don't believe you meet every one of our qualifications described.

Thank you for your interest in working with PLAY Boulder!

Equal Opportunity Employer

We are an equal opportunity employer. We welcome candidates of all backgrounds as well as life experiences, abilities, sexual orientations and identities, relationship structures, races, ethnicities, genders, and other identities. We value an inclusive and diverse team and culture. No matter your background, candidates must also embrace, advocate for, and deeply value the work of equity and inclusion.