



## CLEARWATER ECONOMIC DEVELOPMENT ASSOCIATION

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# REQUEST FOR QUALIFICATIONS

## Clearwater Basin Youth Conservation Corps Crew Leaders: 2020

Openings Orofino, Grangeville

**Deadline: Positions Open Until Filled**

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### BACKGROUND AND INTRODUCTION

The Clearwater Economic Development Association (CEDA) and its partners are currently seeking experienced crew leaders for the Clearwater Basin Youth Conservation Corps (CBYCC) Crews in Orofino and Grangeville.

The mission of the CBYCC is to expose youth to natural resource career opportunities and facilitate development of practical problem-solving skills while participants work alongside program and technical specialists on projects that restore aquatic and terrestrial habitat and promote healthy rural communities. The CBYCC offers local youth an opportunity to experience the outdoors in a paid work-place setting while also providing a fun learning environment and exposure to traditional skills.

The CBYCC is a partnership effort that the CEDA sponsors on behalf of the Clearwater Basin Collaborative, the Nez Perce-Clearwater National Forests, and numerous other local, state, and federal organizations and agencies. A CBYCC program summary is attached, and additional information is available at [clearwaterbasincollaborative.org/cbycc](http://clearwaterbasincollaborative.org/cbycc), [facebook.com/IdahoCBYCC](https://www.facebook.com/IdahoCBYCC), and [instagram.com/cbycc](https://www.instagram.com/cbycc).

### REQUEST FOR QUALIFICATIONS

Please email a cover letter, resume, and at least 3 references to [cbycc@clearwater-eda.org](mailto:cbycc@clearwater-eda.org). Please be sure to indicate, in order of preference, which crew location(s) you are applying for. These positions are open until filled, so apply early!

Review of qualification materials will take place soon after receipt, and applicants will be notified of their status within 2 weeks of their application. If you have questions regarding this Request for Qualifications, please contact Angie Edwards-Kuskie at [aedwards@clearwater-eda.org](mailto:aedwards@clearwater-eda.org) or (208)550-0469.

## **DETAILED DESCRIPTION OF CREW LEADER DUTIES**

- Assist the CBYCC in implementing field-based projects utilizing youth crews. Project work may include but is not limited to: forest and watershed restoration, hazardous fuels reduction, wildlife and in-stream habitat improvement, water quality improvement, weed mapping and eradication, thinning and pruning, road clearing, and vegetation management projects.
- Commit to the CBYCC objectives, have a dynamic personality, and interact effectively with youth ages 16–18.
- Oversee the day-to-day activities of the assigned youth crew, and provide for their safety at all times.
- Implement the CBYCC safety program.
- Coordinate with project work leads, the CBYCC Program Manager, and the Operations Liaison prior to starting weekly project activities in order to ensure that all protocols, equipment, and other needs are prepared ahead of time.
- Assist the CBYCC in conducting data collection and monitoring projects.
- Attract and work with program and community volunteers.
- Assist in the development, organization, and implementation of the CBYCC curriculum.
- Follow written protocols and task orders for all project-level and monitoring activities.
- Assist youth in filling out accurate timesheets, collect timesheets for entire crew at the end of each pay period, and provide all timesheets to employer.
- Assist with youth career counseling activities.
- Report to CBYCC HR Manager on crew performance issues daily.
- Report to CBYCC Program Manager on project outcomes and project lead performance on a weekly basis.
- If available, assist with youth interviews and crew selection prior to the summer program.

## **PROJECT LOCATION**

The CBYCC serves the Clearwater Basin and Palouse Region in north central Idaho. Crew leader positions are available in each of the following crew locations: Grangeville and Orofino.. Crews will work on projects offered by local land management agencies such as the Nez Perce-Clearwater National Forests, U.S. Army Corps of Engineers (Dworshak), Idaho Firewise, the National Park Service, Idaho County, and other agencies and organizations within 1.5 hours of their base location. Crew leaders are expected to live, at their own expense, within reasonable commuting distance of their base location during the CBYCC field season.

## **QUALIFICATIONS**

### **Minimum Required Qualifications**

- Must be at least 21 years old.

- Must abide by the Clearwater Economic Development Association policies as outlined in the Employee Handbook.
- Must be able to demonstrate prior experience working with teenage youth.
- Must pass a standard background check for working with minors.
- Must have a valid driver's license, pass a driving record check, and pass the offered Defensive Driving course.
- Ability to work long hours in an outdoor environment on a variety of natural resourced-based field projects.
- Must be able to hike cross country and navigate in a forest setting using a map and compass.
- Must be able to use a basic GPS unit.

### **Preferred Qualifications**

- Familiarity with the Nez Perce-Clearwater National Forests.
- A 4-year degree in an education or natural resources field.
- A working knowledge of forest ecosystems and ecological processes.

### **COMPENSATION AND WORK SCHEDULE**

The pay rate is \$16–\$19.08 per hour, depending on experience. This is a temporary position officially starting upon hire and ending upon completion of the CBYCC season wrap up. The anticipated schedule is as follows:

- Crew leader online training and certifications, and crew member recruitment: Periodically upon date of hire through June 10, 2020.
- Youth-Parent Orientation: Date and location to be determined, but will likely be June 6, 2019 in Orofino, ID (TBD)
- Crew leader on-site training: June 2020 TBD (past years in Kooskia, ID)
- CBYCC field season with crews: June 10 – August 4, 2020
- CBYCC season wrap up: August 5–8, 2020 or as needed for reporting and cleanup purposes

Hours during the pre- and post-season will mostly be flexible and vary depending on crew leader availability and training needs. This position is at least 40 hours per week during the CBYCC field season, and hours will be from 6:00 a.m. to 4:30 p.m. Monday thru Thursday, although this may vary depending on project work, weather, and/or other unexpected circumstances. Additional hours may be necessary in the evenings or on Fridays in order to prepare for the following week's activities.

### **TERMS**

This solicitation does not commit the CEDA to pay any costs incurred by the applicant in the preparation or presentation of RFQ materials, including any interview time and expense. All responses to this RFQ become the property of CEDA. The content of all submitted materials will be kept confidential until the selection of the successful applicants is publicly announced.