



## CLEARWATER ECONOMIC DEVELOPMENT ASSOCIATION

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### REQUEST FOR QUALIFICATIONS

KELLY FORKS RESIDENTIAL YOUTH CONSERVATION CORPS CREW LEAD

**Deadline: Positions Open Until Filled**

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#### BACKGROUND AND INTRODUCTION

**Clearwater Economic Development Association in partnership with the Nez Perce-Clearwater National Forests is seeking a Crew Lead for the Kelly Forks Residential Youth Conservation Corps for the 2021 summer season.**

#### REQUEST FOR QUALIFICATIONS

Please email a cover letter, resume, and at least 3 references to [aedwards@clearwater-eda.org](mailto:aedwards@clearwater-eda.org). 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.

#### Dates of Employment:

Tentatively **June 16<sup>th</sup> - August 11<sup>th</sup>, 2021**. Dates are subject to change based on program needs and funding constraints.

#### Work Schedule:

40 hours per week

#### Salary:

Starting at \$15.00 per hour DOE, plus per diem while in the field.

#### Introduction:

This position provides work direction for Youth Conservation Corps enrollees. The incumbent operates as instructor and leader in conservation work projects for 4 enrollees. Duty station is located at the remote Kelly Forks Work Center on the North Fork Ranger District of the Nez Perce-Clearwater National Forests. **This is a residential program, meaning the incumbent will supervise and chaperone youth for approximately six weeks throughout the summer on location at Kelly Forks Work Center.**

#### Major Duties & Qualifications

Directs the work of a crew of 4-5 enrollees in the accomplishment of conservation work projects. Supervises youth during workdays and during off hours. Instructs enrollees in job related tasks including the safe and efficient use of appropriate tools and equipment. Work projects include conservation and environmental related activities such as tree planting, thinning, trail maintenance, brushing, campground cleanup, and similar maintenance projects. Coordinates with project partners to ensure timely and thorough completion of project work.

Provides advice and counsel to enrollees in work related problems and routine personal problems. Resolves complaints and refers disciplinary problems to next level supervisor.

Duties include assisting in the directing routine, day-to-day work activities for a YCC crew that have been planned and

outlined. Methods of instruction are also predetermined.

The primary purpose of this position is to assist in leading a YCC crew in performing simple, varied work assignments on a ranger district. The effect is to expose young, inexperienced enrollees to Forest Service environmental and conservation practices.

Ensures that crews are properly equipped for conservation work duties. Submits requests for supplies and equipment. Plans meals and makes thorough inventory of food supplies. Creates resupply requests based on crew nutrition needs.

Plans, coordinates, and schedules daily activities of enrollees. Make lesson plans for programmed work projects. Maintains records and makes required reports. Skill in expressing written and verbal thoughts to document and report technical aspects of crew's progress and accomplishments.

Is responsible for compliance with and enforcement of safe work practices. Actively supports the unit(s) safety and health programs and assures enrollees comply with all safety rules and regulations.

The ability to communicate effectively and work constructively with a crew of young, inexperienced workers (ranging in age from 15-18 years of age). This includes the ability to introduce new tasks to be performed as well as applying motivational techniques to keep crew working and completing projects.

Skill in using hand tools such as shovels, brush axes, wheelbarrows, etc. The work requires physical exertion such as walking over wet, uneven surfaces; and bending, stooping, stretching, reaching or similar activities. Work is performed in a forest environment in which temperature and weather extremes may be encountered and where the terrain may be steep, uneven, rocky, and covered with thick vegetation. The work requires the use of safety equipment such as boots, gloves, goggles, vest, and hardhat.

Incumbent is expected to use resourcefulness and good judgment in applying, instructing, and establishing procedures. Specific guides are available and are provided to the incumbent. They include Agency handbooks, manuals, and oral guides.

Contacts are with members of the crew and district employees as well as organizations outside the Forest Service during scheduled field trips.

**Preferred Qualifications:**

- Prefer 21+ years of age
- Have 3 or more months of experience supervising youth, preferably in a residential setting.
- Practical knowledge of resource conservation and environmental programs on forest lands sufficient to instruct crew members in the basic goals and objectives of the related work projects will be advantageous for applicants.
- First Aid & CPR certified preferred
- Federal Government Chainsaw Operator certified preferred, or a willingness to become certified

**Requirements:**

- Valid Drivers license
- Must pass a background check

**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 are confidential until the selection of the successful applicants is publicly announced.

**Clearwater Economic Development Association does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.**