

**Taos Land Trust**  
**2024 Youth Conservation Corps Project Lead Job Description**

Taos Land Trust empowers people to protect the land and traditions they love through education, advocacy and conservation. Our vision is to create a legacy of open, productive, and natural lands for future generations. Taos Land Trust (TLT) is an accredited member of the national Land Trust Alliance.

**POSITION PURPOSE:** TLT is hiring a Youth Conservation Corps (YCC) Project Lead to oversee the day-to-day work of our YCC crews. The Project Lead will manage a diverse crew of participants between the ages of 16 and 25 in the safe, efficient completion of conservation, restoration, and outreach projects in the outdoors. Often working under minimal supervision, the Project Lead must exercise discretion and judgment on matters relating to the safety, well-being, and performance of the field crew. The youth crew will work on planting gardens, invasive plant mitigation, wetland restoration, acequia maintenance, and the working of agricultural lands. In addition to field work, the crew will participate in educational opportunities that range from learning about water rights and acequias in Northern New Mexico, water conservation and ecological restoration, sustainable agriculture, ArcGIS mapping, and identifying plant, animal, and bird species.

**POSITION TYPE:** Seasonal, Full-time, non-exempt

**SCHEDULE:** 32 hours per week, Monday – Thursday

**SALARY:** \$22 per hour

**REPORTS TO:** Taos Land Trust Education Director and Education Coordinator

**DATES:** April 1, 2024 - October 5, 2024

**LOCATION:** Taos, NM – Most work to take place at Taos Land Trust property/Rio Fernando Park at 410 La Posta Rd.

**MAJOR RESPONSIBILITIES:**

*Essential Function: Crew Operations*

- Organize weekly and daily work plans with the Education Coordinator and Education Director.
- Directly supervise YCC crews in the completion of ecological restoration work projects.
- Motivate YCC crew members to complete work plans in a timely manner.
- Provide leadership and assist with on-the-job training and coaching for crew members to develop necessary project-related skills.
- Assist with paperwork and organizational aspects of the program including reporting and hours management.
- Lead morning and afternoon check-ins for crew members to review daily goals and challenges.
- Facilitate weekly teambuilding activities for crew members.

*Essential Function: Risk Management*

- Manage crew's physical/emotional well-being and promote a culture of safety in all aspects of crew life.
- Safely transport crew members when necessary.
- Respond to safety concerns and incidents with appropriate and timely actions, keeping the Education Coordinator and TLT staff informed.

*Essential Function: Crew Management/Crew Member Development*

- Maintain a healthy group dynamic by promoting inclusivity, communication, and conflict resolution.
- Serve as a professional role model, upholding TLT policies and holding crew members accountable for actions.
- Oversee a structured, participatory environment.

*Essential Function: Administrative Duties*

- Maintain detailed, accurate reports of crew attendance/hours, initiate incident reports, report on work completed, and assist with other required paperwork. Inform Coordinator and TLT staff of important crew developments during formal/informal meetings and briefings.

**MINIMUM QUALIFICATIONS:**

- 18 – 25 years of age, not to turn 26 until after your work assignment is completed..
- Be a New Mexico resident at least 6 months before hire.
- Be unemployed at the time of hire.
- Have a valid driver's license and reliable transportation.
- Be a US citizen or legal resident of the US or its territories.
- Experience working with youth ages 16 – 25, preferably in a leadership, mentoring, or instructional capacity.
- Ability to analyze projects with TLT staff, determine the capability of crew to accomplish work assignments and best work methods, appropriate tools, safety methods, and materials.
- Experience building a positive group dynamic and confidence in working with diverse and challenging populations.
- Careful attention to detail and ability to create accurate reporting.

**PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:**

In performing the essential functions of this position, the Project Lead will be required to:

- Lift or move up to 50 pounds occasionally and 10 to 20 pounds on a regular basis.
- Navigate and traverse uneven terrain.
- Receive detailed information through oral communication and convey important spoken instructions accurately and effectively.
- Work out of doors, subject to outside environmental conditions.

Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.

**TO APPLY:** Email a resume and cover letter to [wicks@taoslandtrust.org](mailto:wicks@taoslandtrust.org). Visit our website at <https://www.taoslandtrust.org/employment> for more information.