POSITION ANNOUNCEMENT

Palos Crew Manager
 Reports to: Production Manager
 Open until: Filled
 Salary: $40,000
 37.5 hours per week

Organization:
Mission: We unite people to protect, promote, and care for the forest preserves in Cook County.

Our community advocates for the responsible management of the nearly 70,000 acres of forest preserves in Cook County through advocacy, engagement, and stewardship of the land. Some of the best natural areas in Illinois are right here in Cook County, right outside your urban backdoor. Join our team and help us ensure they are here for the next 100 years.

Friends is an organization that gets things done with our members, volunteers, staff, board, and partners. We believe in work-life balance and are here for the marathon, not the sprint (not that we don’t sprint on a regular basis).

Staff are required to be fully vaccinated against COVID-19 and to submit proof of their vaccination status before their start date unless they have an agency approved medical or religious exemption. Staff with an exemption will need to provide proof of weekly testing.

Operating Budget: $3,200,000

Summary: Friends of the Forest Preserves seeks a Crew Manager for our Palos Conservation Corps Crew based in Western Springs, Illinois. The Palos Crew helps care for some of the most important natural areas in the state of Illinois. The Palos Crew’s work is informed through close collaboration with multiple stakeholders including volunteers and Forest Preserve District staff.

Responsibilities:

- Manage and supervise 5-member crew to work on variety of indoor and outdoor conservation projects in Forest Preserves of Cook County
- Work independently to fulfill restoration work orders and project responsibilities, including, but not limited to, year-round field work, supplies procurement, tool maintenance, scouting, walkthroughs, and follow up treatment
- Lead crews for field work, herbicide application, prescribed burning, and mechanical control using brush cutters, chainsaws, mowers, and hand tools
- Use power tools, transport people and equipment in company trucks, and utilize motorized equipment to perform work
- Maintain safety standards including fieldwork safety and COVID-19 safety precautions
- Assist with educating crew in ecological restoration and local ecology concepts
- Plan and execute corporate volunteer workdays in forest preserves across the county
- Assist with development and training of crew members in conservation skills to complete field projects

Ed Woodbury, Chair | Justin Martin, Treasurer | Margaret Frisbie, Secretary
Corryn Antonizio | Kathleen Bruch | Walter Burlack | José H. Colón | Dr. Charles D. Dillon | Thomas Greenhaw
Barbara C. Hill | Dr. Akilah R. Martin | Dr. Ron Milnarik | Derk Osenberg | Stephen Schlegel | Ryan Wilson

Benjamin Cox, Executive Director
- Develop weekly crew schedule, training, and reporting
- Evaluate and document crew work activities and performance through compiling weekly work log data, taking and uploading crew photos, and assisting with writing quarterly and annual work progress reports
- Interview, screen, hire, and onboard all new crew members

**Required Qualifications:**
- 21 years or older with clean driving record
- Experience working with field crews
- Experience managing volunteers in the field
- Current Illinois Herbicide Applicator license or ability to secure one within 45 days of hire
- Current Basic First Aid and Adult CPR certifications
- Excellent communication, organizational, and interpersonal skills
- Ability to work with diverse populations and wide range of partners
- Ability to lift and move heavy objects (50 lbs.) and work outside in inclement weather and extreme temperatures
- Willingness to work Monday through Thursday, with administrative and occasionally field work on Friday and/or Saturday
- Flexibility for schedule changes due to trainings, burn season, and weather
- All employees required to be fully vaccinated against COVID-19

**Beneficial Skills/Qualifications:**
- Experience with technical report writing
- Experience teaching in classroom and/or field setting a plus
- 300 Hours of chainsaw experience, 100 hours of brush cutter experience, 570 hours of herbicide experience
- Experience using GPS Units
- S290 certification and Burn Boss certification
- Experience collaborating with volunteers
- Experience with consensus building
- Experience facilitating meetings
- Excellent communication and organizational skills

**Benefits**
- Health, dental, short- and long-term disability, and $100,000 of life insurance coverage
- 403b retirement account with 3% match after 1 year
- 3 weeks of vacation
- 11 paid holidays
- 4 personal days
- 10 sick days

**To apply:** Send cover letter, resume, and two references to: Melissa Agarwal, Associate Program Director, melissa@fotfp.org. Incomplete applications will not be considered. Please NO calls, faxes, office visits, or emails (other than email presenting application).

*Women, minorities, and seniors are strongly encouraged to apply. Friends of the Forest Preserves is an equal opportunity employer that considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or sexual orientation (in addition to observing all legal protection of special status). Friends is an equal opportunity employer promoting diversity in the environmental community.*