

POSITION ANNOUNCEMENT

Calumet Assistant Crew Manager

Reports to: Calumet Crew Manager

Open until filled: | Start Date: ASAP

Salary: Starts at \$35,100 per year.

Full Time Position (37.5 hours per week)



411 S. Wells St.
Suite 300
Chicago, IL 60607
312.356.9990
fotfp.org

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 and 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).

Operating Budget: \$3,200,000

Summary: Friends of the Forest Preserves (FOTFP) seeks an Assistant Crew Manager who will help lead our Calumet Conservation Corps Crew based in South Holland. The Calumet Crew helps care for some of the most important natural areas in the state of Illinois. The Calumet Crew's work is informed through close collaboration with multiple stakeholders including volunteers and Forest Preserve District staff.

Responsibilities:

- Assist with the management and supervision of a 5-member crew to work on outdoor conservation projects in the Forest Preserves of Cook County (Monday - Thursday 37.5 hours per week).
- Assist with the development and training of crew members.
- Perform some independent field work in the forest preserves including scouting project sites, checking on previously completed projects, performing tool maintenance, and other tasks as assigned.
- Work and lead project work when the crew manager is unavailable. This may include leading multiple Conservation Corps crews.
- Assist with educating crew in ecological restoration and local ecology concepts.
- Evaluate and document crew member work activities and performance through compiling weekly work log data, timesheets, taking and uploading photos, and assisting with writing bi-monthly work progress reports.
- Any other assistance the crew manager needs.

Required Qualifications:

- 21 years or older with a clean driving record

board of directors

Ed Woodbury, Chair | Justin Martin, Treasurer | Margaret Frisbie, Secretary
Corryn Antonizio | Kathleen Bruch | Walter Burlack | Cory Chaplin | José H. Colón | Dr. Charles D. Dillon | Thomas Greenhaw, Jr
Tonyisha Harris | Barbara C. Hill | Dr. Akilah R. Martin | Dr. Ron Milnarik | Kelly O'Brien | Derk Osenberg | Ryan Wilson

Benjamin Cox, Executive Director

- Experience working with field crews
- Experience managing volunteers in the field
- Experience teaching in a classroom and/or field setting a plus
- Current Illinois Herbicide Applicator license or ability to secure one within one month
- Current Basic First Aid and Adult CPR certifications
- Excellent communication, organizational, and interpersonal skills
- Ability to work with diverse populations and a 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 schedule
- Flexibility for possible schedule change due to trainings, burn season, and weather

Beneficial Skills/Qualifications:

- Minimum 150 hours on chainsaw
- Minimum 570 hours of herbicide application
- Knowledge of native plant species in the Calumet Region
- Strong commitment to creating a safety culture
- Great problem solving/troubleshooting 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 holiday
- 4 personal days
- 10 sick days

For more information and to apply: Please NO calls, faxes, office visits, or emails (other than emails presenting resume and cover letter). Please send a cover letter, resume, and two professional references to Brenda Elmore, Production Manager at brenda@fotfp.org. Positions will be filled on a rolling basis and according to need.

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.