



TEAM LEADER 2019 Position Description HAWAI'I YOUTH CONSERVATION CORPS (HYCC) SUMMER PROGRAM

ABOUT THE HYCC SUMMER PROGRAM:

The HYCC Summer Program is designed for young adults who are interested in exploring environmental work and education. It is an outdoor summer experience in which individuals work together as teams to complete hands-on fieldwork at various worksites across their respective islands.

POSITION INFORMATION:

As a team leader (TL), your primary responsibility is to maximize the learning experience of team members in a safe environment while minimizing the impact of the team on the natural resources. The TL position is a very important position in the HYCC program; TLs are responsible for their team and help to develop an environment that is supportive and conducive to teamwork and learning. TLs are the authoritative figures that travel with the team during the summer. They are responsible for motivating, developing, disciplining, and looking out for the well-being of each of the members. TLs are also responsible for transporting the members to field sites (in program provided vehicles, sometimes off-road), working alongside their members on field projects, and making sure that their members are prepared for upcoming activities. The TL will also assist Kupu program coordinators in planning and running program-related events. TL applicants must be comfortable working in rugged environments, and be able to perform physically demanding work (see physical and behavioral requirements below*).

On a weekly basis, TLs are required to check in with their program coordinator/manager, keep a record of the team's progress and work efforts and ensure timesheets and other paperwork are turned in on time. TLs will participate in program activities with their teams Monday through Friday, generally from 7am-5pm, with the possibility of camping. TLs on the islands of Hawai'i, Maui, and Kaua'i may have extensive camping requirements (from Monday through Friday) throughout the program. TLs may also spend up to three weeks on neighbor islands for training and service projects. Program-related neighbor island travel, accommodations, and other miscellaneous expenses will be covered by HYCC. Please note that the TL position may involve **substantial commitment outside of program activities, on the weekends**, including communication with team members/ Kupu staff, completing program-related paperwork, planning logistics for the upcoming work week and purchasing and prepping the team's food and equipment for camping trips (budget and equipment provided by Kupu.)

One or more team leaders will be designated as an alternate leader. Alternate leaders are required to spend each day of the program out in the field with various HYCC summer teams and to replace team leaders on any island in the event that another team leader is not available to lead their teams.

As an AmeriCorps member, applicants cannot exceed the maximum allowable terms as set forth by the Corporation for National Community Service. To find out the current regulations regarding eligibility, please visit the [AmeriCorps](#) website.

**Kupu is committed to making reasonable accommodations upon request for those with disabilities. For details please contact Kupu at 808-735-1221 x2001.*

AVAILABILITY:

There will be one or more team leader positions on each of the following islands: Kaua'i, Moloka'i, O'ahu, Maui and Hawai'i Island (Kona, Hilo, and North Hawai'i). The number of positions and areas in which positions are available are subject to change each year.

BENEFITS:

- Up to \$4,000 total living allowance.
- \$1,252.91 [Education Award](#) – provided through Kupu’s largest supporter, [AmeriCorps](#)
- Opportunity to work in unique and beautiful places (program travel expenses paid for by the program)
- 8 days of total training on O’ahu: 4 days of specialized workshops on leadership, safety and logistics, and program/fieldwork preparation; and 4 days of training with your team members that includes CPR/first aid and an environmental fair (program travel expenses paid for by the program)
- Optional College Credits – please read [FAQ sheet](#) for details
- Valuable hands-on learning and awareness of environmental issues
- Opportunity to meet supervisors and potential employers who work in fields related to resource management and conservation
- Valuable job and life skills
- Opportunity to be a positive role model and mentor to a team of youth
- And most of all, the opportunity to protect Hawaii’s natural resources and make a positive impact in your community

**Living allowances are subject to taxes and are paid bi-weekly over eight weeks. Should, in special cases, the position last less than 8 weeks, the living allowance will be prorated appropriately. Living allowances are awarded at the above stated amount and are not dependent on hours worked.*

PROGRAM DATES:

June 10 – July 28, 2019 followed by a recognition event (exact date TBD). Team Leaders start on June 3, 2019 with one week of training prior to the start of their team members, who begin on June 10th. **Participants are required to attend a mandatory orientation on a weekend or weeknight in May.**

APPLICANT REQUIREMENTS:

1. **Age** - Applicants must be at least 21 years of age by June 7, 2019 (rental car requirements). If you are between 17-20 years of age, please see the HYCC Summer Team Member application.
2. **Experience** – Applicants must have previous experience in one or more of the following fields: education, conservation/environmental fieldwork, being a leader/supervisor/mentor.
3. **Diploma** – Applicants must have a high school diploma or equivalent.
4. **Driver’s License** – Applicants must have a valid driver’s license and have the ability to transport team in a company-provided van and/or truck.
5. **Citizenship** - Applicants must be one of the following: a US Citizen, US National, or Lawful Permanent Resident Alien (due to AmeriCorps regulations).
6. **Background Check/Driving History/Drug Test** - Applicants are subject to a background check, review of driver history, and a drug test. Results must meet Kupu’s terms for employment.
7. **Housing/Transportation** - Applicants must have their own personal housing and transportation arrangements on-island for non-program time (nights and weekends).
8. **Physical & Behavioral Requirements** - Due to the nature of this program, the physical and behavioral demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - a. Able to work extended hours on steep, rugged terrain; under extreme hot and cold weather condition
 - b. Able to hike long distances carrying a 20 lb backpack
 - c. Able to lift 30+ lbs, and operate basic hand tools (machetes, shovels, picks, etc)
 - d. Able to work and camp in remote locations with minimal facilities
 - e. Able to work closely, interact according to Kupu’s core values and expectations, and camp with a small team for consecutive days and weeks

DESIRABLE QUALIFICATIONS:

1. Experience as a teacher or field crew leader/supervisor
2. An understanding of natural resource management issues and techniques

3. Knowledge of the Hawaiian culture, language, and/or protocols in relation to the land, flora and fauna
4. Experience in planning and coordinating logistics and managing data

HOW TO APPLY:

1. Complete the Online Application

The application can be filled out at the following direct link [2019 HYCC Summer Team Leader Application](#) or on our website at www.kupuhawaii.org/hycc. Please read ALL instructions and answer questions to the best of your ability. Application must be received by the deadline. On the application, you will be asked to provide a **resume** and contact information for two references.

2. References

After you submit contact information for two references, your references will be prompted by email to submit an online form. Application and all materials must be received by the deadline.

GUIDELINES FOR REFERENCES:

References should be written by professional sources such as coaches, bosses, teachers, groups you've volunteered with, church supervisors, or anyone who has known you for at least a three months. References should not be immediate family members or close friends.

APPLICATION DEADLINE:

- **Priority Deadline** – January 31, 2019
 - Those who apply by the priority deadline may be given preference in the selection process
- **Regular Deadline** – February 28, 2019
 - The final deadline for ALL summer applications

STILL NEED HELP?

Call (808) 735-1221 x2001 or e-mail us at hyccsummer@kupuhawaii.org should you have additional questions.

This program is made possible due to the support of the following funders:

