TEAM LEADER 2023 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 serve together as teams to complete hands-on fieldwork at various host sites 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 sites (in program provided vehicles, sometimes off-road), serving 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. The program does not cover relocation expenses (ex. travel from mainland to program location). Please note that the TL position will 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 service 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.

IMPORTANT: In order to promote the safety and well-being of staff, participants, and the communities we serve, Kupu has implemented a wide range of health and safety protocols. As such, HYCC Summer Program participants are required to follow all applicable government rules and mandates. Furthermore, while not considered to be employees at their designated host sites, participants are required to adhere to host site-specific requirements and policies, including those related to vaccination status. We will note that a significant portion of HYCC Summer host sites require visitors (including volunteers) to be fully vaccinated before serving at a host site, without the alternative of testing. As this requirement is applicable to a significant portion of our host sites, successful completion of the program will require participants to meet the full vaccination requirement by the anticipated start date.

*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. The number of positions and areas in which positions are available are subject to change each year.

BENEFITS:
- Compensation of $15 hourly wage rate with fringe benefits, plus overtime as applicable ($13.50 hourly rate for Alternate Team Leaders)
- Opportunity to work in unique and beautiful places (program travel expenses paid for by the program)
- 8-9 days of total training on O‘ahu: 4-5 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)
- 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
- And most of all, the opportunity to protect Hawaii’s natural resources and make a positive impact in your community
PROGRAM DATES:
Mandatory orientation on a weekend or weeknight in May (virtual attendance available). May 30 - June 3, 2023 for team leader training on Oahu, one week prior to the start of their team members, who begin the following week. June 5th – July 22nd, 2023 for all participants, followed by a Hō’ike on July 21,22, or 23 depending on the island.

APPLICANT REQUIREMENTS:
1. **Age** - Applicants must be at least 21 years of age by May 30, 2023 (due to 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. **Driver’s License** – Applicants must have a valid driver’s license and have the ability to transport a team safely in a company-provided van and/or truck.
4. **Citizenship** - Applicants must legally be able to work in the United States.
5. **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.
6. **Housing/Transportation** - Applicants must have their own personal housing and transportation arrangements on the island they are serving on.
7. **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. Able to work closely, interact according to Kupu’s core values and expectations, and camp with a small team for consecutive days and weeks
8. **Vaccination & Testing Requirements** -
In order to promote the safety and well-being of staff, participants, and the communities we serve, Kupu has implemented a wide range of health and safety protocols. In 2022, a significant portion of HYCC Summer host sites required visitors (including volunteers) to be fully vaccinated before serving at their site, without the alternative of testing. As the regulations and guidance changes, participants will be required to adhere to host site policies. Participants will need to be willing to get tested and confirm status of vaccination.

You’re considered fully vaccinated two weeks after you get a second dose of an mRNA COVID-19 vaccine, two weeks after you get a second dose of the Novavax COVID-19 vaccine, or two weeks after you get a single dose of the Janssen/Johnson & Johnson COVID-19 vaccine. You are considered up to date with your vaccines if you have gotten all recommended COVID-19 vaccines, including booster doses, when you become eligible.
*Policies regarding vaccination and testing requirements may be subject to change.

**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
5. Experience driving off-road in a 4WD vehicle (preferred for islands other than O‘ahu)

**HOW TO APPLY:**
1. **Complete the Online Application** The application can be filled out on our website at [http://www.kupuhawaii.org/hycc-summer/](http://www.kupuhawaii.org/hycc-summer/). 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 three months. References can not be immediate family members or close friends.

**APPLICATION DEADLINE:**
- **Deadline** – Priority deadline to submit applications and both references will be February 17, 2023, however, we will continue to accept applications to be submitted for consideration.


**STILL NEED HELP?** Call (808) 735-1221 x2001 or email us at [hyccsummer@kupuhawaii.org](mailto:hyccsummer@kupuhawaii.org) should you have additional questions.