

Green Mountain Club Team Leader Position Description

Position Title: Field Assistant or Trail Crew Leader or Lead Caretaker

Name of Direct Supervisor: Dave Hardy (Director of Trail Programs).

Length of this agreement: May to October. End date negotiable.

Weekly Stipend: \$440 to \$475

These are untenured seasonal positions with a defined end date. An Americorps EAP award may be available.

Position Description:

- Support GMC Caretaker and Trail Crew Programs
- Improve GMC relationships with our Agency Partners
- Coordinate and lead Service Projects with crews and caretakers and volunteers
- Develop and support volunteer efforts on Vermont's trails
- Participate in generation of vision for program areas in which the Team Leader has responsibilities
- Perform direct service duties of caretaking and/or trail crew as needed
- Develop weekly work plan with Director of Trail Programs and/or Field Supervisor within the position parameters
- Train and visit field staff and provide support and guidance during the field season
- Compliance with Seasonal Personnel Policy
- Americorps members eligible for EAP award will complete timesheets for each 2-week pay period that shall include a half hour lunch break each work day exceeding 4 hours in length. The ½ hour lunch does not count toward your total Americorps hours.
- Other tasks as assigned by the Director of Trail Programs not in conflict with National Service requirements including Prohibited Activities per your Member Service Agreement.

The Team Leader is not legally responsible for GMC field programs; supervision is a staff responsibility shared by the full-time staff: GMC Director of Trail Programs and GMC Field Supervisor. Team Leaders may be engaged in activities that support the administration of the program.

Prohibited Activities for Team Leaders:

- No signing of timesheets other than their own
- No evaluating member performance
- No disciplining Americorps members
- No enrolling or dismissing Americorps members
- No writing or signing program reports
- No managing payroll or budget

Additional Prohibited Activities: Staff fulfilling a term of service for an Americorps EAP award will adhere to the Service Agreement and will not engage in any of the activities detailed in Clause VI of the Member Service Agreement.