CALIFORNIA CONSERVATION CORPS
REGION Statewide Programs

POSITION DUTY STATEMENT

Staff Name:

WORKING TITLE OF POSITION: **Program Coordinator/Relief Supervisor**	REPORTING UNIT NUMBER: 3340 5310
DIVISION/BRANCH OR CENTER: **SWP Region / WWRD-Eureka / Backcountry Trails Program**	LOCATION: **Eureka, CA**
CLASS TITLE: **Backcountry Trails Camp Supervisor--RELIEF**	
POSITION NUMBER: 533-726-1030-902	EFFECTIVE DATE: 1/6/2025

NUMBER	DIRECT SUPERVISION CLASSIFICATION	NUMBER	INDIRECT SUPERVISION CLASSIFICATION
1-17	Corpsmembers	1	Special Corpsmembers

Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the position above.

Under the direction of the Backcountry Trails Program Manager the Backcountry Trails Relief Supervisor will assist with training, development, and support of Backcountry Trail Camp Supervisors. In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

The employee will perform the following duties:

23%	Provide logistical and technical support and assistance to Backcountry Trail Camp Supervisors and their crews throughout the Backcountry season. This support will include visiting supervisors and their crews in the field to assess and provide feedback on crew strengths, challenges, and level of technical ability. Assist with documentation and investigation of disciplinary and safety incidents and make recommendations to Program Manager. Evaluate relationship between the CCC and Sponsor representatives and provide feedback to Program Manager.
23%	Assist Backcountry Program Manager with the coordination of corpsmember recruitment efforts. Plans, organizes, and facilitates program recruitment presentations and dissemination of program recruitment materials throughout the CCC and other State and Local corps, as well as with prospective internet hires. Assist in interview, selection and placement of applicants.
20%	Function as a relief/spike supervisor and perform the duties of the Backcountry Trail Camp supervisor which will include: Working with sponsor representatives to supervise, train, evaluate, counsel and motivate corpsmembers both on work projects

	and in camp. Ensure the health and safety of all crew members during work and off work activities and enforce all CCC safety policies. Document, investigate and instituted disciplinary procedures up to and including separation. Submit weekly project safety reports. Submit all required workers compensation paperwork on time. Complete and submit all required procurement, vehicle, personnel, and education paperwork and reports.
14%	Assist Backcountry Program Manager with conducting pre-season Sponsor/Supervisor training. Assist with corpsmember orientation and training which will include taking a lead role in scheduling, teaching, and providing necessary logistical support.
10%	Assist with purchasing uniforms, equipment, and tools to prepare for the season. Arranges for vehicle maintenance and repairs as needed to ensure safe transport of crews. Assist with all other technical and logistical support duties of the program as needed.
5%	Assist with the planning, preparation and carrying out of the end of the season program debriefing.
5%	Participate in professional development trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.

I have read and understand and can perform the duties listed above.

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Employee's Name ***Employee's Signature*** ***Date***

I have discussed the duties with and provided a copy of this duty statement to the employee above.

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Supervisor's Name ***Supervisor's Signature*** ***Date***