REDMOND

Welcome to

COYCC

July 3 – August 24, 2017



Work Schedule



- July 3 through August 24
- Monday through Thursday, 6:30am – 5:00pm
- 2 days off: July 4th, August 21st

Work Location

- Your duty station will be at **Redmond Fire & Rescue Training Center - 875 SE Veterans Way**
- Project work will be located in the Deschutes National Forest.

Absences and Program Contacts

- You are expected to attend work every day you are scheduled.
- Unexcused absences will be cause for termination from the program.
- If you are sick, you will need to phone in BEFORE you are scheduled to be at work.
- You will be provided with a list of contact names and numbers on your first day of work – these are the numbers you will need to use if you must miss work for any reason.
- For other issues, contact Yancy Wilkenfeldt of Heart of Oregon Corps at 541-633-7834.

Pay

- You will be an employee of Heart of Oregon Corps and paid $10.25/hour.
- You will be paid every other Monday and *must be present* to receive your paycheck.
- Unless otherwise arranged, if you are absent on Monday your check will be held until the day when you return to work. (We cannot give your check to anyone but you.)
- Your first paycheck will be issued July 24th.
- Pay days: July 24th, August 7th, August 22nd. Final paychecks will be mailed at the end of the program.
- If you move during the season and do not alert the Summer Program Coordinator, your final check will be delayed.
- If your W-4 is not filled out with your mailing address, your final check will be delayed. Please make sure you fill out your W-4 correctly.
- Direct deposit is not available to crew members at this time.

Transportation

- You will be expected to provide your own transportation to and from the Forest Service compound.
- Transportation to work sites will be provided.

Clothing/Boots/Safety Equipment



The following will be provided to each corps member:

- One pair of leather work gloves
- Hardhat
- Two-quart plastic water bottles
- All tools and safety equipment necessary to do the job
- Long sleeve work shirt (required to have with you every day)
- Gear bag/day pack
- Eye protection

You will need to provide the following:

- Leather work boots with a vibram type of sole – no tennis shoes
- Jeans or heavy work pants - no shorts allowed
- Long-sleeved T-shirt – no short sleeves, tank tops, or sleeveless shirts allowed
- A hearty and healthy lunch – ***Do not forget this!***

Other suggested items include:

- Bandana for under your hardhat
- A small backpack to carry items
- Sunscreen if you are sensitive (remember you will be outside all day, everyday)

PLEASE WEAR ONE OF YOUR PROGRAM T-SHIRTS <u>EVERY DAY</u>!

Work Breaks and Lunch



- You will be provided adequate work breaks during the day at which time you can snack and rest.
- You will have a half hour lunch break each day. (For AmeriCorps members, this lunch break will *not* count toward your hours of service time.)

Work Projects



You will be participating in a variety of projects related to natural resource management and the restoration and enhancement of public lands. This is your opportunity to make a difference and gain a better understanding of how your public lands are managed.

Projects may include the following:

- Planting and caring for native shrubs
- Collecting native seeds for greenhouse propagation
- Constructing, maintaining and repairing fences to protect streams and riparian areas
- Maintaining and monitoring water collection structures for wildlife and cattle grazing
- Removing invasive species such as juniper and noxious weeds
- Reducing hazardous fuels for wildland fire management
- Constructing fire line in areas of urban interface
- Recreational trail maintenance
- Erosion and stream bank stabilization
- Protecting tree seedlings from big game in plantations

Hands on Science Education

Learning about the natural environment while you work is an important aspect of participating in the Central Oregon Youth Conservation Corps. Throughout the summer you may work with geologists, archaeologists, foresters, fisheries and wildlife biologists, engineers and botanists. You will also have three full days dedicated to education and recreation.

High School Credits

You may be eligible to receive a "work experience" credit through your high school's "School to Work Program." Please check with your counseling office upon your return to school to see if this credit is available and what the procedure is to obtain the credit. *You must do this before the end of the school year*! Please keep the Summer Program Coordinator updated on your progress.

Please call or email Summer Program Coordinator, Yancy Wilkenfeldt, if you have any issues or questions:

541-633-7834 / yancy.wilkenfeldt@heartoforegon.org