



# YCC Award Administration Part 1



# Topics covered

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YCC Contact info

Letter to Proceed packet overview

Corps members:

- eligibility and documentation
- entering into the project portal
- recruitment
- benefits and jobs



*Rio Grande Return corps member at Valles Caldera*

# Contact us

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Sarah Wood - 505.470.3710 (cell) [sarah.wood@emnrd.nm](mailto:sarah.wood@emnrd.nm)

Morgan Tolen – 505.690.5707 (cell) [morganl.tolen@emnrd.nm.gov](mailto:morganl.tolen@emnrd.nm.gov)

YCC webpage: <https://www.emnrd.nm.gov/about-ycc/>

## Social media

Facebook: NewMexicoYouthConservationCorps



Instagram: nmyouthcorps











X: @NMYouthCorps



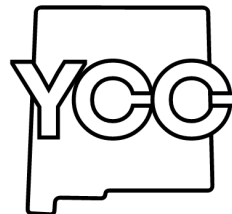
# Letter to Proceed Packet Overview

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## YCC logos

-  LTP 1.22.24 Working Classroom.pdf
-  PSA 24\_522\_1500\_00100\_Working\_Classroom.pdf
-  Invoice 24-WC.xlsx
-  YCC Administrative Manual 2024.docx
-  Reimbursement-Worksheets-2024.xls
-  2024 Shirt & water bottles order form.xlsx
-  I-9 Instructions in Spanish.pdf
-  I-9 Instructions in English.pdf














25./26. **Acknowledgement.**

The Sponsor shall acknowledge YCCC as a co-sponsor and funding source in news releases, programs, proceedings, and related publicity/publications for the Project. YCCC will provide the Sponsor with work shirts, stickers, and electronic copies of the logo for this purpose.

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# LTP 1.22.24 Working Classroom.pdf



Michelle Lujan Grisham,  
Governor

## New Mexico Youth Conservation Corps Commission



Amanda Getchell Stevenson,  
Chair  
Carmen Austin, Vice-Chair  
Sarah Wood,  
Executive Director

Public Members  
Ron Hannan  
Alicia Littlebear  
Marlene Yanez

Carmen Austin  
*Energy, Minerals & Natural Resources Dept*  
Sarah Cottrell Propst, Cabinet Secretary  
Cassie Ruiz  
*Children, Youth & Families Dept*  
Barbara J. Vigil, Cabinet Secretary

### Agency Members

Dana Vackar-Strang  
*State Land Office*  
Stephanie Garcia-Richard, Commissioner  
VACANT  
*Public Education Department*  
Kurt Steinhaus, Cabinet Secretary

### 30. Insurance.

A. The Sponsor certifies that, by signing this Agreement, it will establish and maintain during this Agreement's term, the following policy or policies of insurance providing:

1) Workers' Compensation protection that complies with the requirements of the Workers' Compensation Act, NMSA 1978, Sections 52-1-1 *et seq.*, if applicable. Employer's liability: \$100,000.00. If the Sponsor fails to comply with the Workers' Compensation Act and applicable rules when required to do so, YCCC may terminate this Agreement.

2) Comprehensive general liability protection (including endorsements providing broad form property damage, personal injury coverage, and contractual assumption of liability for all liability Sponsor has assumed under this Agreement or any amendment thereto), pursuant to NMSA 1978, Section 41-4-19, as may be amended from time to time. Limits shall not be less than the following:

- a. bodily injury: \$1,000,000.00 per person/\$1,000,000.00 per occurrence;
- b. property damage or combined single limit coverage: \$1,000,000.00;
- c. automobile liability (including non-owned automobile coverage): \$1,000,000.00; and
- d. umbrella: \$1,000,000.00.

B. Sponsor shall provide YCCC with a copy of the comprehensive liability insurance certificate no later than 15 days after this Agreement's effective date. Sponsor shall notify YCCC 30 days before cancellation or expiration of any required Workers' Compensation coverage or comprehensive liability insurance.

January 22, 2024

### LETTER TO PROCEED (Sent by e-mail)

Madalena Salazar  
Working Classroom  
423 Atlantic Ave SW  
Albuquerque NM 87102  
madalena@workingclassroom.org

Dear Sir or Madam,

The signed Service Agreement PSA 24-522-0150-0100 between the Youth Conservation Corps Commission (YCCC) and Working Classroom is attached. As of the date on this letter, you may begin incurring expenses per your approved proposal, Attachment 1 of the finalized Service Agreement.

Please provide the YCC with a Certificate of Insurance no later than 15 days after the date of this Letter to Proceed per paragraph 30 of your Agreement. YCC does not need to be named as additional insured on these policies. If insurance expires mid-contract, the sponsor must send an updated certificate to the YCC.

Although you may start incurring expenses immediately, once you hire the first corps member, the project may not go beyond 26 weeks.










Contact YCC staff if you have any questions about your contract or the administrative process. Wishing you great success for your project.

Sincerely,

Ms. Sarah Wood, YCC Executive Director (505 470.3710, sarah.wood@emnrd.nm.gov)  
Ms. Morgan Tolen, YCC Administrator (505 690.5707, morganl.tolen@emnrd.nm.gov)

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PSA 24\_522\_1500\_00100\_Working\_Classroom.pdf

SHARE No. 24-522-0150-0100  
Working Classroom Inc.

**STATE OF NEW MEXICO  
YOUTH CONSERVATION CORPS  
PROFESSIONAL SERVICES AGREEMENT (AGREEMENT)**

THIS AGREEMENT is made and entered into by and between the State of New Mexico, Youth Conservation Corps Commission (YCCC) and Working Classroom (Sponsor) and is effective as of the date set forth below upon which it is executed by the General Services Department/State Purchasing Division (GSD/SPD Contracts Review Bureau).

**Attachment 1: Approved Proposal**



## PSA 24\_522\_1500\_00100\_Working\_Classroom.pdf

### 3. **Modifications to the Scope of Work.**

A. YCCC may authorize non-substantive changes as defined below to the Project without a written amendment to this Agreement. Sponsor must submit a request for such changes in writing with a justification, to the YCCC Executive Director for approval, which shall be made in writing. |










- 1) Transfer of funds from the "Other Costs" line item into "Corps Member wages" line item);
- 2) Increases or decreases in the number of Corps Members hired, provided at least one corps leader and four Corps Members are hired;
- 3) Increases in the starting hourly wage for Corps Member to comply with increases in minimum wage rates or to enhance recruitment in areas where the prevailing wages are high;
- 4) Implementing alternative work plans or emergency response plans as provided in Attachment 1;
- 5) or replacing a work plan from the Project objectives with a similar Project due to unforeseen circumstances or a beneficial opportunity for Corps Member career development;
- 6) Change in a work site due to unforeseen circumstances, such as forest closures;
- 7) Changes in the amounts or nature of materials and supplies purchased or contributed, provided the changes support Project objectives as outlined in Attachment 1;
- 8) Changes in the training program due to unforeseen circumstances provided Sponsor delivers the same number of training hours of training specified in Attachment 1; and
- 9) Changes in Sponsor contribution amounts, provided the total amount contributed is 20% of the total funds requested.

B. Substantive changes that shall require an amendment to this Agreement include:


- 1) Decreases in the portion of the Project's budget designated as wages for YCCC members that drop below 70% of funds requested;
- 2) Changes in the essential nature of the Project objectives; or
- 3) Term extension.

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 Invoice 24-WC.xlsx

| YOUTH CONSERVATION CORPS INVOICE For REIMBURSEMENT  |                       |   |                       |                                       |                         |
|---|-----------------------|---|-----------------------|---------------------------------------|-------------------------|
| <b>Remit Payment to:</b>  |                       |   |                       | Invoice Number:                       | 24-WC 001               |
| Working Classroom Inc   |                       |   |                       | Invoice Date:                         |                         |
| 423 Atlantic Ave SW   |                       |   |                       | <b>Invoice Amount</b>                 | <b>\$ -</b>             |
| Albuquerque NM 87102-4108   |                       |   |                       |                                       |                         |
| Vendor #47644   |                       |   |                       |                                       |                         |
| <b>Reporting Period-Start Date:</b>   |                       |   |                       | <b>Corps Member Wages Percentage:</b> | #DIV/0!                 |
| <b>Reporting Period-End Date:</b>   |                       |   |                       |                                       |                         |
| <b>Total Number of weeks for project:</b>   |                       | 0.00  |                       |                                       |                         |
| <b>Line Item</b>  | <b>Budget</b>         | <b>Adjustments</b><br>(attach confirmation<br>email from YCC) |                       | <b>Current Request</b>                | <b>Remaining Budget</b> |
| Corps Member Wages/FICA/Unemployment/ Workers' Comp   | \$ 76,423.54          | \$ -  |                       | \$ -                                  | \$ 76,423.54            |
| Other Costs   | \$ 32,314.47          | \$ -  |                       | \$ -                                  | \$ 32,314.47            |
| <b>TOTAL:</b>   | <b>\$ 108,738.01</b>  | <b>\$ -</b>   |                       | <b>\$ -</b>                           | <b>\$ 108,738.01</b>    |
| <b>MATCH (Minimum 20% of funds requested)</b>   | <b>Pledged Amount</b> |   | <b>Previous Match</b> | <b>Current Match</b>                  | <b>Remaining Match</b>  |
| Contributions total (attach documentation)  | \$ 107,714.89         | \$ -  |                       | \$ -                                  | \$ 107,714.89           |
|   |                       |   |                       | <b>% Match:</b>                       | #DIV/0!                 |
| <i>The percent match is calculated as a percentage of funds requested; per your contract, you must match at least 20% of funds requested.</i> |                       |   |                       |                                       |                         |
| I certify this invoice reflects expenditures accrued during the YCC Project.  |                       |   |                       |                                       |                         |
| <b>Prepared by:</b>   |                       | <b>e-mail:</b>  |                       |                                       |                         |
|   |                       |   |                       |                                       |                         |
|   |                       |   |                       |                                       |                         |



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# New Mexico Youth Conservation Corps

## Calendar Year 2024 Administrative Manual

[New Mexico Youth Conservation Corps Commission](#)

[1220 South St. Francis Drive](#) (click for detailed directions to the office)  
Santa Fe, NM 87505

CONTACTS:

Sarah Wood, Executive Director, [sarah.wood@emnrd.nm.gov](mailto:sarah.wood@emnrd.nm.gov), 505.470.3710

Morgan Tolen, YCC Administrator / Coordinator, [morganl.tolen@emnrd.nm.gov](mailto:morganl.tolen@emnrd.nm.gov),  
505.690.5707 (mobile)










<https://www.emnrd.nm.gov/about-ycc/>

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Youth Conservation Corps  
Invoice Worksheet

| Worksheet: Corps Member Wages/FICA/Unemployment Line Item |         |                   |            |  |       |
|---|---------|-------------------|------------|--|-------|
| Corps Member Name   | Wage/Hr | # of Hours Worked | Gross Wage | Enter FICA + Unemployment + Workers' Comp %age in gray box | Total |
|   |         |                   |            | 0.000%   |       |
|   | \$ -    | 0.00              | \$ -       |  | \$ -  |
|   | \$ -    | 0.00              | \$ -       |  | \$ -  |
|   | \$ -    | 0.00              | \$ -       |  | \$ -  |
|   | \$ -    | 0.00              | \$ -       |  | \$ -  |
|   | \$ -    | 0.00              | \$ -       |  | \$ -  |
|   | \$ -    | 0.00              | \$ -       |  | \$ -  |
|   | \$ -    | 0.00              | \$ -       |  | \$ -  |
|   | \$ -    | 0.00              | \$ -       |  | \$ -  |
|   | \$ -    | 0.00              | \$ -       |  | \$ -  |
|   | \$ -    | 0.00              | \$ -       |  | \$ -  |
|   | \$ -    | 0.00              | \$ -       |  | \$ -  |
|   | \$ -    | 0.00              | \$ -       |  | \$ -  |



Youth Conservation Corps  
Invoice Worksheet

| Worksheet: Other Costs (Supplies, Training, Staff, Admin) |                    |            |            |       |
|---|--------------------|------------|------------|-------|
| Item Description  | Unit (Hour, Class) | # of Units | Price/Unit | Total |
|   |                    |            | \$ -       | \$ -  |
|   |                    |            | \$ -       | \$ -  |
|   |                    |            | \$ -       | \$ -  |
|   |                    |            | \$ -       | \$ -  |
|   |                    |            | \$ -       | \$ -  |
|   |                    |            | \$ -       | \$ -  |
|   |                    |            | \$ -       | \$ -  |
|   |                    |            | \$ -       | \$ -  |
|   |                    |            | \$ -       | \$ -  |
|   |                    |            | \$ -       | \$ -  |
|   |                    |            | \$ -       | \$ -  |
|   |                    |            | \$ -       | \$ -  |
|   |                    |            | \$ -       | \$ -  |

## YCC VEHICLE USAGE FORM

*All sections of this form must be filled out*

| <b>Driver:</b> |                 | <b>Make &amp; Model:</b> |  |  |                                 |
|----------------|-----------------|--------------------------|--|--|---------------------------------|
|                |                 | Select one:              | Company Vehicle <input type="checkbox"/> | Privately Owned <input type="checkbox"/> | Rental <input type="checkbox"/> |
|                |                 | <b>Odometer Readings</b> |  |  |                                 |
| Date           | Reason for Trip | Start                    | End                                      | Number of Miles                          | # Miles x<br>\$.52/mile         |
|                |                 |                          |  | -  | \$ -                            |
|                |                 |                          |  | -  | \$ -                            |
|                |                 |                          |  | -  | \$ -                            |
|                |                 |                          |  | -  | \$ -                            |
|                |                 |                          |  | -  | \$ -                            |
|                |                 |                          |  | -  | \$ -                            |
|                |                 |                          |  | -  | \$ -                            |
|                |                 |                          |  | -  | \$ -                            |
|                |                 |                          |  | -  | \$ -                            |
|                |                 |                          |  | -  | \$ -                            |
|                |                 |                          |  | -  | \$ -                            |
|                |                 |                          |  | -  | \$ -                            |

### OFFEROR CONTRIBUTION

**Offerors must submit proof of payment or contribution of in-kind contributions for a minimum of 20% of requested funds.**

For staff time, please include all benefits in the stated rate.  
 Volunteer time is valued at \$31.80 / hour as of April 2023.

| Item Description | Unit (Hour, Class) | # of Units | Price/Unit | Total |
|------------------|--------------------|------------|------------|-------|
|                  |                    |            | \$ -       | \$ -  |
|                  |                    |            | \$ -       | \$ -  |
|                  |                    |            | \$ -       | \$ -  |
|                  |                    |            | \$ -       | \$ -  |
|                  |                    |            | \$ -       | \$ -  |
|                  |                    |            | \$ -       | \$ -  |
|                  |                    |            | \$ -       | \$ -  |

Corps Members Wages










Other Costs

Vehicle Usage Form

Offeror Contribution

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# 2024 Shirt & water bottles order form.xlsx










|   |                                    |                             |
|---|------------------------------------|-----------------------------|
|    |                                    |                             |
| <b>YCC Shirt Order Form</b>   |                                    |                             |
| <b>Project Sponsor Name and Address for T-shirt Delivery:</b>   |                                    |                             |
|   |                                    |                             |
|   |                                    |                             |
|   |                                    |                             |
|   |                                    |                             |
| <p><b>Each Corps member receives ONE long-sleeve light-weight hoodie and ONE water bottle and water bottle holder combo. Project Sponsors and trainers may also request a shirt.</b></p>  |                                    |                             |
| <b>Size</b>   | <b>Corps Member (1 shirt each)</b> | <b>Staff (1 shirt each)</b> |
| XXX-Large   |                                    |                             |
| XX-Large  |                                    |                             |
| X-large   |                                    |                             |
| Large   |                                    |                             |
| Medium  |                                    |                             |
| Small   |                                    |                             |
| <b>TOTAL</b>  | 0                                  | 0                           |
| <p><b>Please email this form to the YCC at <a href="mailto:sarah.wood@state.nm.us">sarah.wood@state.nm.us</a> or <a href="mailto:morganl.tolen@state.nm.us">morganl.tolen@state.nm.us</a>. You may also fax to 505-988-7313</b></p> |                                    |                             |

 2024 Shirt & water bottles order form.xlsx



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I-9 Instructions in English.pdf

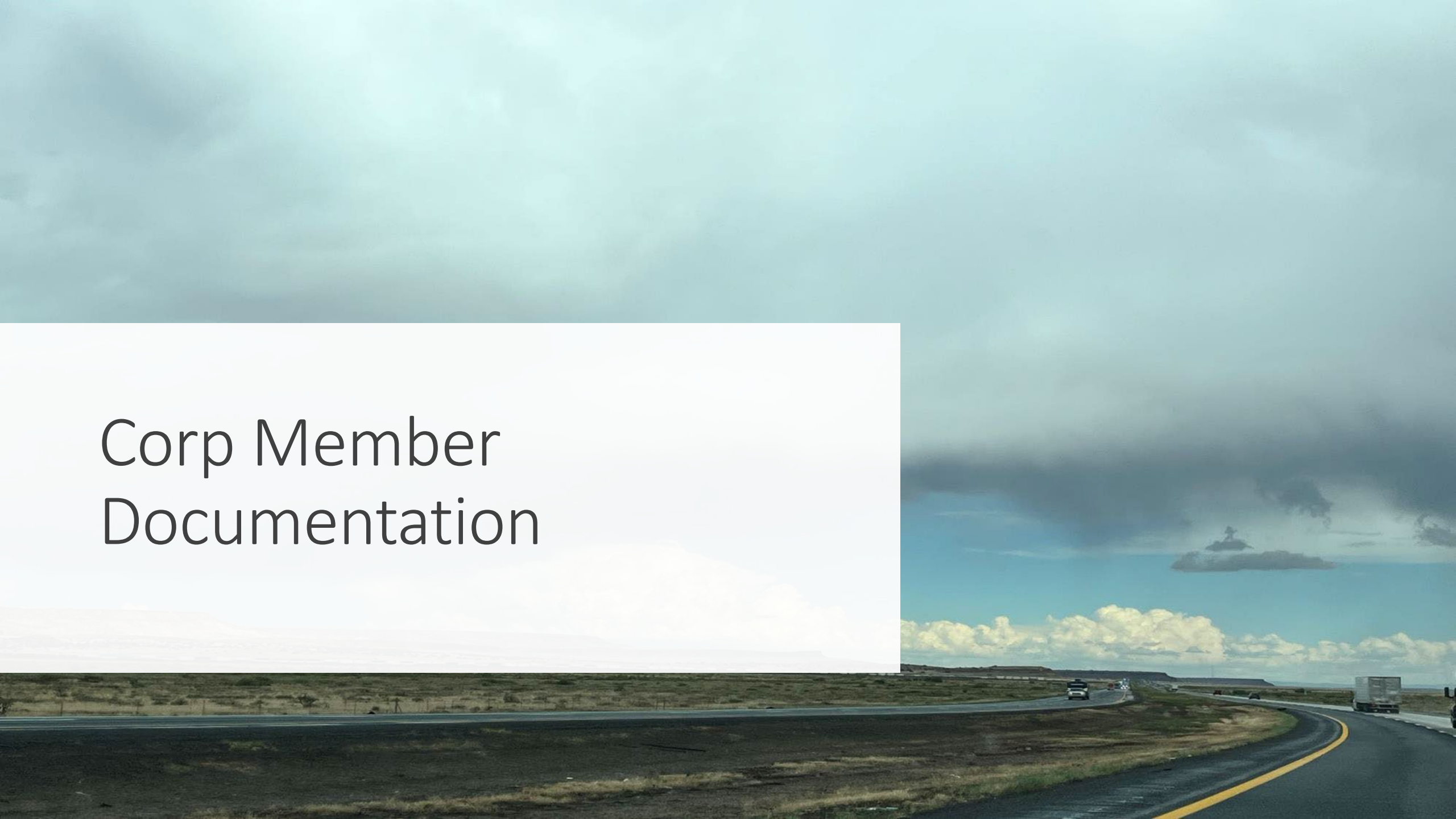


I-9 Instructions in Spanish.pdf

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## I-9 presentation

# Corp Member Documentation



# Documents YCC requires

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I-9 Form, complete and correct

W-4 <https://www.irs.gov/pub/irs-pdf/fw4.pdf>

Proof of NM residency

Work permit from the Department of Workforce Solutions if under the age of 16: <https://www.dws.state.nm.us/Child-Labor>

YCC Certificate of Eligibility



# Documents YCC requires – Proof of NM Residency

## APPENDIX B: New Mexico Proof of Residency Documents

Reference: 18.19.5.16 New Mexico Administrative Code

**Please note passports, birth certificates and baptism certificates are not proof of New Mexico residency.**

1. A valid New Mexico driver's license
2. A valid New Mexico ID card or
3. A current real property rental agreement or purchase agreement
4. A utility bill dated within 60 days, such as water, gas, electric, waste, telephone, cable, or satellite bill, but not a bill for a cell phone
5. An insurance bill, card, or binder, dated within the past 6 months
6. A bank or credit card statement dated within 60 days that contains the corps member's name and address
7. An employment pay stub, dated within 60 days that contains the corps member's name and address
8. A current, local property tax statement or mortgage documents
9. A document from an education institution, such as a transcript, report card or enrollment confirmation, that contains the corps member's name and address and is dated within 60 days
10. Original documents from a city, county, state, tribal or federal government organization attesting to the fact that the corps member is a New Mexico resident
11. A New Mexico medical assistance card with address on card, letter from issuing agency that came with card showing name and address, or profile printout from issuing agency
12. A New Mexico public assistance card with address on card, letter from issuing agency that came with card showing name and address, or profile printout from issuing agency
13. Documents acceptable for corps members less than 18 years of age:
  - a) Documents indicating membership in a New Mexico religious organization
  - b) Documents indicating membership in a New Mexico sports organization,
  - c) Two proofs of New Mexico residency of the parent/guardian and an affidavit from the corps member's parent or guardian stating that the corps member lives with that person
14. A New Mexico medical or public assistance card, profile printout or a letter from the issuing agency
15. A document evidencing eligibility and proof that the corps member's parent or guardian is currently receiving services from a non-profit organization qualified pursuant to Section 501(c)(3) of the Federal Internal Revenue Code of 1986 provided the document displays the corps member's address.

# Documents YCC requires

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YCC Certificate of Eligibility – This is generated when you enter corps members into the online portal. It is a guarantee to us that the employee meets all the requirements.

Print and place in the employees personell file.





# Entering Corps Members into the Online Portal



# Entering into the Online Portal

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Must be done at the beginning of the project.

Log in at <https://wwwapps.emnrd.nm.gov/YCC/YCCPTS/Sponsor/Login.aspx>

OR access the link from the YCC's public web page at

<https://www.emnrd.nm.gov/about-ycc/ycc-project-sponsors/>

# Entering into the Online Portal

## *New Mexico Youth Conservation Corps*

### Project Sponsor Section

#### Login

Welcome to the YCC Project Sponsors Section. This section will allow you to report on the progress of your YCC Project and register Corps members for the purpose of tracking service time, skills learned and employment evaluations.

User Name:

Password:

**Sign In**

Have you forgotten your password? [Click here](#) to have a new one mailed to you.

# Entering into the Online Portal

Scroll down to the **Projects** section and click on your current project. If you've had several YCC projects, your current project will be listed last.

## Projects

The projects sections list all of your approved YCC projects. Click on the edit button next to the project you wish to maintain, i.e. change contact details, add and release corps members, generate final project or status reports.

|  | Project             | Description   | Time Period          |
|--|---------------------|---|----------------------|
| <a href="#">Project and Corps member Reporting</a> | YCC Example Project | This project description is a test to demonstrate how to administer a YCC project | 6/1/2020 - 8/31/2020 |



# Entering into the Online Portal

Scroll down to the Corps Member Positions section.

## Corps Member Positions

The Corps member section displays positions that have been budgeted for this project and the Corps member is currently employed in that position. Corps members can be added or released from the project here. If a corps member is employed to replace a crew member who has left the project, please release the crew member that left and then add the new corps member in that position.

**Note:** A Corps member must complete their survey before they can be released.

You may print blank surveys by clicking [here](#).



|  | Member |  |  |
|--|--------|--|--|
|--|--------|--|--|

Click on the "Add Corps Member" link

|                             |                  |                            |                                  |
|-----------------------------|------------------|----------------------------|----------------------------------|
| <a href="#">Certificate</a> | Worker, Tina     | <a href="#">Leader</a>     | <a href="#">Edit/Release</a>     |
| <a href="#">Certificate</a> | Halfabee, Eric T | <a href="#">Additional</a> | <a href="#">Edit/Release</a>     |
|                             |                  |                            | <a href="#">Add Corps Member</a> |

# Entering into the Online Portal

On the next screen enter the corps member's first and last name and press the **Add** button.

## New Mexico Youth Conservation Corps

Project Details > Corps Member Add

### Add a Corps Member to YCC Example Project

This screen allows you to add a Corps member as a crew member.

#### Corps Member

Please enter the name and date of birth of the Corps members to be added to the project. A partial name is acceptable as the system will provide you with a list of Corps members with similar names to select from.

First Name:

Middle Name:

Last Name:

DOB:

Current Age:  (Age at Start Date is reflected on the Final Project Report in the Age Group category)

Start Date:

ID:

T-Shirt Size:

T-Shirt Style:

# Entering into the Online Portal

If the corps member has the same name as a corps member in the system, a screen will pop up with the title **Existing Corps Member**. If the information on this screen matches your corps member's information, press **Add** and the corps member will be added to your project.

## New Mexico Youth Conservation Corps

Project Details > Corps Member Add

### Add a Corps Member to YCC Example Project

This screen allows you to add a Corps member as a crew member.

#### Existing Corps Member

Please loop through the Corps members until you find the person you wish to add. If you can not find the person you are looking for you

First Name:

Middle Name:

Last Name:

# Entering into the Online Portal

If this person is not your corps member, click the **Next** button until you find the correct person

State:

Phone:

Email:

DOB:

Current Age: 33 (Age at Start Date is reflected on the Final Project Report in the Age Group category)

Work Permit:

Gender:  Male  Female  Non-binary

Start Date:

ID:

T-Shirt Size:

T-Shirt Style:

# Entering into the Online Portal

OR reach a screen called **New Corps Member**. Here, enter the corps member's address, phone, e-mail.

## Add a Corps Member to YCC Example Project

This screen allows you to add a Corps member as a crew member.

### New Corps Member

Please loop through the Corps members until you find the person you wish to add. If you can not find the person you are

First Name:

Middle Name:

Last Name:

T-Shirt Style:

<< Previous

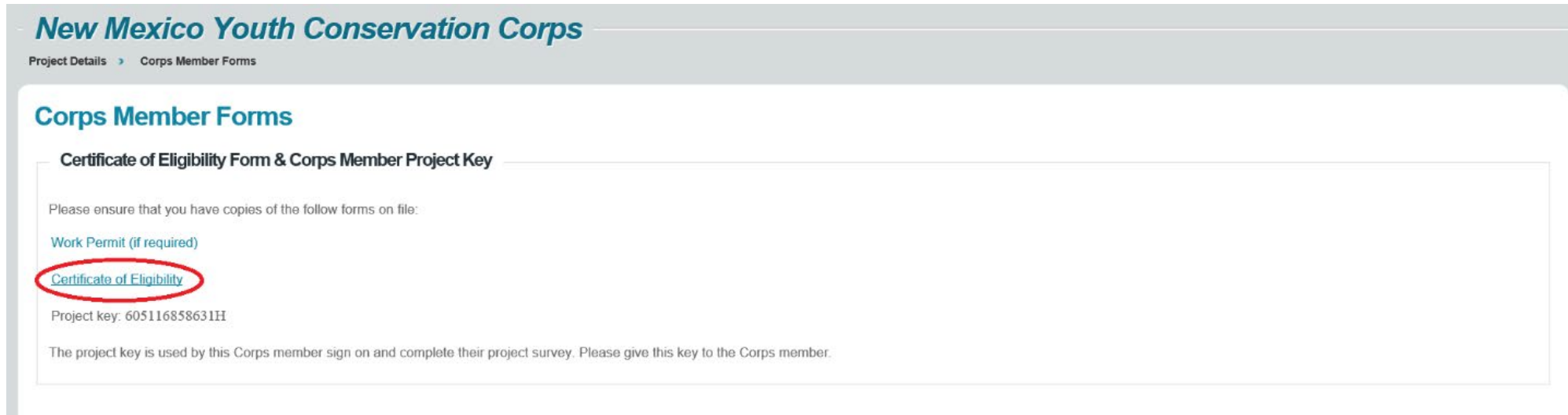
Next >>

Cancel

Add

# Entering into the Online Portal

On the next screen, select the "Certificate of Eligibility" option.



**New Mexico Youth Conservation Corps**

Project Details > Corps Member Forms

## Corps Member Forms

### Certificate of Eligibility Form & Corps Member Project Key

Please ensure that you have copies of the follow forms on file:

- [Work Permit \(if required\)](#)
- [Certificate of Eligibility](#)

Project key: 605116858631H

The project key is used by this Corps member sign on and complete their project survey. Please give this key to the Corps member.

Print the Certificate of Eligibility or save it electronically as a PDF and **keep with the employee's file.** The corps member's project key printed at the bottom of the page is the corps member's login for their survey at the end of the project.



# Entering into the Online Portal

Press the blue Return link at the top right.

[Return](#)

## New Mexico Youth Conservation Corps CERTIFICATION OF ELIGIBILITY

Today's Date: 1/18/2023 Date of Hire: 9/26/2022  
Name: Strong, Sandram  
Street Address: 123 Hedgehog Row  
City, State, Zip Code: Chama, NM, 88401  
Date of Birth: 12/1/2000 Age: 24  
(mm/dd/yy)

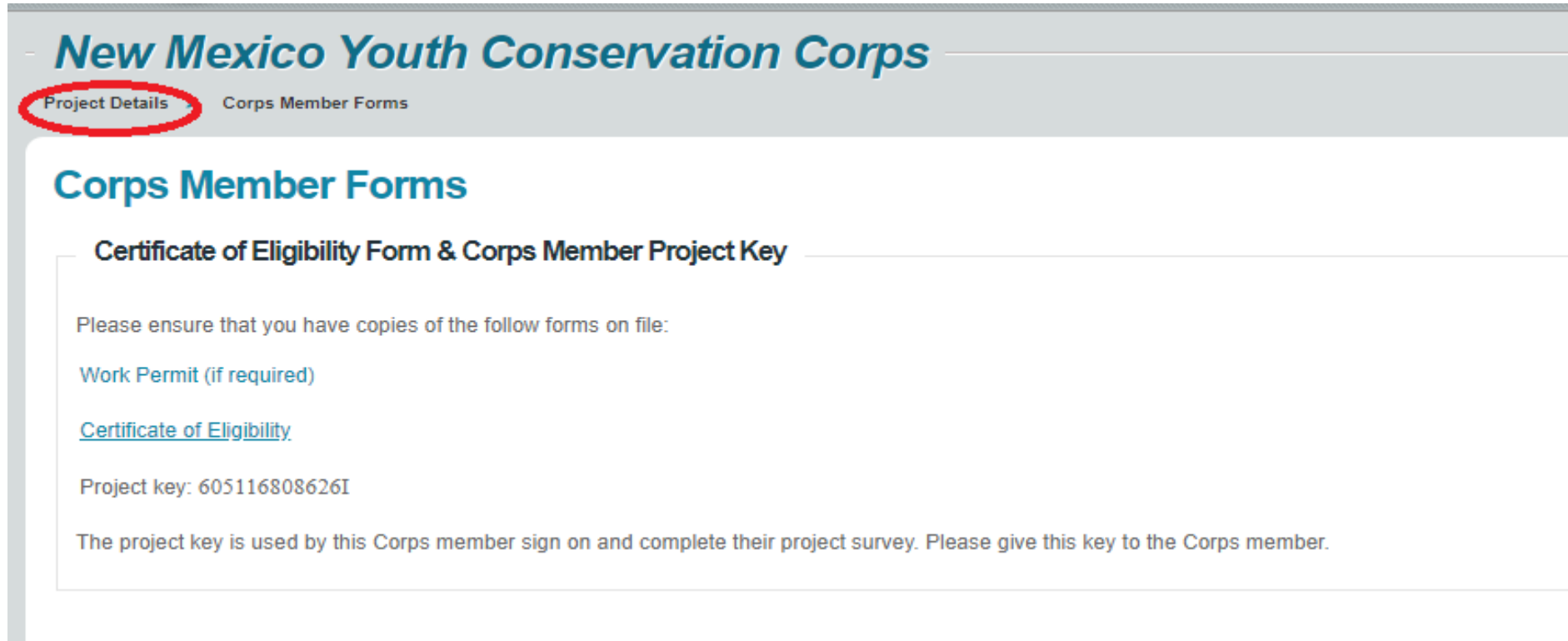
I, Sandram Strong, certify that I am:  
(Printed Corps Member Name)

1. A New Mexico resident (attach proof of residency, see page two for acceptable proof)
2. Not the child or sibling of the hiring officer or project supervisor.
3. Between the ages of 14 – 25 at the time of hire (attach proof of age, i.e., driver's license or birth certificate);
4. Unemployed at the time of hire (no minimum time someone must be unemployed);
5. Willing to work in cooperation with YCC Project Sponsor, Crew Leader, and other Corps members in order to complete the goals and tasks established for the YCC program.

Corps Member Key 6801315710825K

# Entering into the Online Portal

This will take you back to the screen below; press "Project Details" to add another corps member.



**New Mexico Youth Conservation Corps**

**Project Details** Corps Member Forms

## Corps Member Forms

### Certificate of Eligibility Form & Corps Member Project Key

Please ensure that you have copies of the follow forms on file:

- [Work Permit \(if required\)](#)
- [Certificate of Eligibility](#)

Project key: 605116808626I

The project key is used by this Corps member sign on and complete their project survey. Please give this key to the Corps member.

# Entering into the Online Portal

You may also print the Certificate of Eligibility from the list of corps members. Please also assign a 'Leader', 'Trainer' or 'Member' role to the corps member.

## Corps Member Positions


The Corps member section displays positions that have been budgeted for this project and the Corps member is currently employed in that position. Corps members can be added or released from the project here. If a corps member is employed to replace a crew member who has left the project, please release the crew member that left and then add the new corps member in that position.

**Note:** A Corps member must complete their survey before they can be released.

You may print blank surveys by clicking [here](#).

|                             | Member              |                             |                              |
|-----------------------------|---------------------|-----------------------------|------------------------------|
| <a href="#">Certificate</a> | Bigears, Ted        | <a href="#">Leader</a>      | <a href="#">Edit/Release</a> |
| <a href="#">Certificate</a> | Tabletop, Jona      | <a href="#">Member</a>      | <a href="#">Edit/Release</a> |
| <a href="#">Certificate</a> | Fairplay, Lisa      | Member ▾                    | <a href="#">Edit/Release</a> |
| <a href="#">Certificate</a> | Public, Art         | Leader<br>Trainer<br>Member | <a href="#">Edit/Release</a> |
| <a href="#">Certificate</a> | Lancashire, Fortney | <a href="#">Member</a>      | <a href="#">Edit/Release</a> |





# Recruiting, Hiring & Management



# Recruiting Suggestions

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Make job ads enticing and brief to draw youth in – the entire job description may be overwhelming

Asking for a resume may scare off youth who don't have experience. YCC is a job training program

Include the WHY would someone want to work for you

Include specifics like hourly wage, hours, brief description of work and training

Provide a simple application

# Examples

🌻 🌿 Attention New Mexicans aged 14-25! 😊

Looking for a summer experience that combines work, adventure, and professional development? Look no further than the [New Mexico Youth Conservation Corps \(YCC\)](#) program hosted by the Santa Fe Children's Museum 🏡

We are seeking enthusiastic YCC Crew Members for a paid internship to work approximately 35 hours per week, Monday to Friday, for around 16 weeks between May and September. This is your chance to gain valuable job experience through hands-on projects outdoors. 🌿📖🌱

Plus, kickstart your professional development with workshops on financial literacy, sensory-friendly activities, resume building sessions, and field trips to cultural destinations! 🧠🔍📖

Not only will you have an amazing summer experience, but past YCC Crew Members have even secured long-term employment at the Santa Fe Children's Museum. 🏢🔑

Don't miss out on this opportunity to work, learn, and grow with the Santa Fe Children's Museum through the YCC program! 😊🌿

Click here to apply <https://bit.ly/3OGPsWG>  
[#YCCProgram](#) [#SummerAdventure](#) [#SantaFeChildrensMuseum](#) [#SkillsBuilding](#)  
[#ProfessionalDevelopment](#)



# Examples



**NEW MEXICO**  
**YCC**  
YOUTH CONSERVATION CORPS

## Join SJC & the YCC Youth Conservation Corps

this Summer as a Crew Member or Team Leader

**Are you between the ages of  
18 to 25 and looking for a unique  
job opportunity this summer?**

**June 1 to  
August 11**

Spend the morning performing conservation, campus beautification, and trail maintenance projects. On most afternoons you will receive training in classes such as First Aid, CPR/AED, Belay and Lead Climbing, Water Safety and the Environment, Microsoft Office Certification, Financial Literacy, Career Planning, and more — Get Paid for an 8-Hour Day!

**Youth Conservation Corps Crew Member  
\$15.50 per hour**

**Youth Conservation Corps Team Leader  
\$16.44 per hour**

**Need Help Applying?**  
Call the Center for Student  
Careers & Employment  
at **505-566-3423** or by  
email at **careercenter@  
sanjuancollege.edu** to  
set up an appointment

 **SAN JUAN COLLEGE**  
Success Matters

Your thoughts – what works?

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Corp members –  
Resources and benefits



# Corps member resources

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The Corps Member Benefits webpage, <https://www.emnrd.nm.gov/about-ycc/for-ycc-corps-members/>, has links to the jobs webpage, an explanation of corps member benefits and a link to the post-project survey.

The QR code on the shirts and water bottles links to the YCC jobs webpage. Here are YCC jobs, other entry-level jobs, and links to job boards and career resources. There is a lot of help out there for youth who want to work.

# Corps member benefits

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The Youth Conservation Corps (YCC) Commission offers a \$1,500 educational tuition voucher OR a \$500 cash compensation to YCC corps members who have worked on a YCC project for 12 months (48 weeks) within a 48-month period (4 years). The YCC Commission may offer a prorated amount based on a minimum of 32 weeks worked; however, this may be limited by our budget.

The YCC will contact corps members and their sponsors at the conclusion of every project to inform them of their eligibility and provide the necessary information. It is important to include a valid e-mail when entering corps members into our database.