

Job Title: COMMUNITY STEWARDSHIP CORPS (CSC) YOUTH CREW LEADER

Department: Special Projects

FLSA Status: Non-exempt

Grade: 4

Salary Range: \$15.13 to \$19.40 per hour

POSITION OVERVIEW

Under direction, plans, organizes, and leads work projects in an alternative education setting. The CSC Youth Crew Leader will work alongside the youth workers and must be able to model and encourage excellent work behavior for youth from varied backgrounds and cultures, with different levels of abilities and work experience.

DIRECTLY RESPONSIBLE TO

Special Projects Coordinator.

SUPERVISION OVER

Supervise and coordinate the daily operations of a youth work crew of up to 10 members.

ESSENTIAL JOB FUNCTIONS

An employee in this position may be called upon to do any or all the following essential functions. These examples do not include all the duties which the employee may be expected to perform. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. To perform this job successfully, an individual must be able to perform each essential function satisfactorily with or without reasonable accommodation.

- Act as a role model, working alongside crewmembers, and demonstrate a positive work ethic.
- Ensure work projects are completed satisfactorily and safe working conditions are maintained at all times.
- Monitor crew assignments, (such as who is 18 years old and can legally work with power tools) so as not to compromise attention to child labor laws.
- Maintain records on attendance and crew activities, and complete project reports.
- Maintain tool inventory and regular cleaning, sharpening, and repair of tools as needed.
- Plan learning time/activities for anticipated down time; be flexible and willing to change daily routine to adjust to learning opportunities, weather, late delivery of materials, and other unanticipated delays.
- Develop and maintain a strong sense of teamwork among the crewmembers.
- Consult with local employers, partners and businesses for input into project development and design.

MINIMUM QUALIFICATIONS

- High school diploma and one (1) to six (6) months experience working with young adults, or any satisfactory equivalent combination of education and experience which ensures the ability to perform the duties of the position.
- Knowledge of and/or willingness to learn conservation work skills including the use of tools.
- Knowledge of managing and supervising project work.
- Able to maintain a positive work environment and motivate crewmembers.
- Be willing to work outdoors.

- Utilize time management techniques to organize and prioritize work.
- Work independently with minimal supervision.
- Be physically fit; work involves moderately strenuous outdoor activities such as hiking, lifting, carrying various loads, etc.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Primarily outdoors in heat, cold, wind, snow and rain. May be required to work overtime if need arises. May be exposed to bugs, bees, snakes, etc. Usual working hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. May be required to travel out of town with overnight stays.

Individual will have extended periods of standing, talking and hearing. This position requires mobility. Duties involve moving materials weighing up to 10 pounds on a daily basis and may occasionally require moving materials weighing up to 40 pounds. Manual dexterity and coordination are required for more than 75% of the workday.

SPECIAL REQUIREMENTS

- Must pass a criminal history background investigation however, a conviction of a crime may not necessarily disqualify an individual from this position.
- This position will require the use of a personal or TEC owned vehicle on TEC business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver’s license, and have an acceptable driving record.
- This position may require the performance of other essential and marginal functions depending upon work location or assignment.
- Current first aid/CPR certification, or ability and willingness to obtain one.

PROBATIONARY PERIOD

Employment by TEC is subject to a probationary period of 365 days, during which time the employee will be required to demonstrate their suitability for the position in which they are employed.

I have read the foregoing job description in its entirety and understand its contents. TEC reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. *This position description is not an employment contract, implied or otherwise. The employment relationship remains “at-will.”* The aforementioned job requirements may be subject to change to reasonably accommodate qualified disabled individuals.

Signature

Date

TEC is an equal opportunity employer/program. Auxiliary aids and services, and alternate formats are available to individuals with disabilities and language services to individuals with limited English proficiency free of cost upon request. TTY/TDD – dial 7-1-1 toll free relay service. Access free online relay service at: www.sprintrelayonline.com