

**Sherman County Oregon Youth Conservation Corps  
Jr. Crew Supervisor Job Description**

**Position:** Jr. Crew Supervisor

**Pay:** \$11.00/Hour

**Hours:** Monday through Friday 8:00 – 5:00

**Beginning Date:** June 15, 2016      **End Date:** August 12, 2016

**Reports to:** Crew Supervisor

**Must also meet the job duties of the Crew Member. Please refer to the Crew Member job description.**

**OVERVIEW OF RESPONSIBILITIES:**

The Jr. Crew Supervisor will assist the Crew Supervisor with planning, organizing, and helps lead conservation-related work projects in Sherman County, including trail building, stream bank and wetlands restoration, landscaping, and construction.

**QUALIFICATIONS:**

- 1) Ability to perform strenuous work assignments under adverse weather conditions in both indoor and outdoor settings, ability to lift up to 50lbs., and perform twisting and swinging motions.
- 2) Ability to work effectively as a member of an integrated team.
- 3) Ability to relate effectively with youth, parents, community, and referral sources.
- 4) Ability to work in an unstructured, sometimes stressful environment, and maintain a positive mental attitude.
- 5) Ability to maintain confidentiality.
- 6) Cultural sensitivity and experience working with people from diverse cultural backgrounds.
- 7) Current first-aid certification or ability and willingness to obtain one.
- 8) Good communication skills.
- 9) Knowledge of safe working practices. Ability to use and teach others the safe and proper use and maintenance of hand and power tools.
- 10) Professional appearance appropriate for position.
- 11) Skills in advising, conferring and cooperating with land management agencies, county, city and other municipalities.

**Specific Duties:**

- 1) Assists with instruction in educational and vocational activities associated with work projects and provides feedback on performance.

- 2) Helps the Crew Leader to maintain a strong sense of team/teamwork for the crew.
- 3) Helps the Crew Leader in maintaining records on attendance, crew activities, and completes project reports.
- 4) Helps the Crew Leader in guiding Corps Members in their daily journaling process
- 5) Provides a weekly article to Sherry's E-News and The Time's Journal regarding the schedule and work projects. These will be submitted no later than every Monday at 5:00 PM.
- 6) Attend training in Bend Oregon
- 7) Completes other duties as assigned.