

**Sherman County Oregon Youth Corp (OYC)
Crew Leader Job Description**

Position: Seasonal Crew Supervisor

Pay: \$20- \$22.00/Hour DOE

Hours: Monday through Thursday 8:00am – 5:00pm

Beginning Date: July 01, 2022 (paid training opportunity June 27-29th)

End Date: Estimated 6-8 weeks/August 18, 2022

Reports to: Sherman County Juvenile Director Department

Application Deadline: June 17, 2021 at 4pm or until filled

Submit letter of interest describing your qualifications, signature page of this document and an application to Sherman County Juvenile Department by mail to: PO Box 263, Moro Oregon, 97039 or in person at 500 Court Street, Moro Oregon. Applications are available at <https://www.co.sherman.or.us/departments/prevention/> or pick up in person at the Sherman County Court House in Moro.

JOB SUMMARY

The Crew Leader works under the supervision of the Sherman County Juvenile Department program Director. The crew's leader is responsible for implementing youth learning on the work site, supporting youth enrichment activities throughout the season, transporting students to and from the work site in a County owned vehicle and assisting in general training of youth in the program with a positive youth development approach. Must be able to work with youth of varied backgrounds, cultures, abilities, and gender, creating an inclusive environment conducive to the development of work skills and personal growth free of intimidation, harassment and other forms of discrimination.

PRIMARY QUALIFICATIONS

MUST BE 18 OR OLDER TO APPLY

- 1) **Education:** High School degree. Bachelor's degree in an educational field preferred. Vocational/technical training in at least one of the following is also preferred: landscape architecture, forestry, resource management, conservation, wetlands management, environmental studies, park management, carpentry, construction, or related fields.
- 2) **Experience:** Two years' supervisory experience working with diverse and at-risk youth, preferably an on-the-job training setting where positive youth development and mentorship have been a priority. Experience with at-risk youth.
- 3) **Availability:** Monday, Tuesday, Wednesday and Thursday 8:00 AM – 5:00 PM, or as determined amongst the crew when established;
- 4) **Driver's License:** Valid Oregon DL, acceptable record, and insurability under Sherman County's Auto Insurance.
- 5) **Criminal History:** Must complete and pass a criminal history check by Sherman County Sheriff's Office upon conditional job offer.

Additional Qualifications:

- 1) Ability to appropriately communicate with youth, parents and members of the community.

- 2) Leadership skills and the ability to exercise good judgment in an unstructured work environment while maintaining a positive attitude.
- 3) Conflict resolution skills; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit and concrete skill development.
- 4) Ability to communicate fluently verbally and in writing in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- 5) Flexibility and cooperation with agency partners and time management competency.
- 6) Current first-aid certification or ability and willingness to obtain one.
- 7) Experience driving a pick-up, with the potential to hook up and unhook a trailer, pulling a trailer, and backing up a trailer.
- 8) Knowledge of safe working practices. Ability to use and teach others the safe and proper use and maintenance of hand and power tools.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position may include, but are not limited to, the following.

- 1) Orients, supervises, trains, and evaluates a crew of 4 young adults, ages 14 -18.
- 2) Instructs youth in educational and vocational activities associated with work projects and provides feedback on performance.
- 3) Models appropriate communication, respect and responsibility in a work setting.
- 4) Develops and maintains a strong sense of team/teamwork for the crew.
- 5) Maintains records on attendance, crew activities, and completes project reports.
- 6) Coordinates work progress and project completion schedules with project sponsors.
- 7) Maintains program vehicle including regular cleaning.
- 8) Maintains tool inventory and regular cleaning, sharpening, and repairs of program tools.
- 9) Educate crew on purpose of project and surrounding environment as well as reinforce teachable moments as they arise.
- 10) Deal with disciplinary actions amongst the youth crew. If necessary, meet with staff and parents.
- 11) Oversees the quality of student work at the work site.
- 12) Assist with finding projects for unscheduled time.
- 13) Guide Corps Members in their daily journaling process and ensure that Corps Members complete the end of the year survey.
- 14) Completes other duties as assigned.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is regularly asked to perform job duties in harsh weather environments and rough terrain in the outdoors.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 50 pounds and occasionally up to 100 pounds.

The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

I have read and agree to the information set forth in the above job description and feel that I meet the qualification and have the abilities necessary for the position.

Print Name

Date

Signature