

Sherman County Summer Youth Work Program Job Description

Position: Crew Leader

Pay: \$14.00/Hour

Hours: 32-40

Beginning Date: July 02, 2018 **End Date:** August 10, 2018

Reports to: Sherman County Prevention Coordinator

OVERVIEW OF RESPONSIBILITIES:

The Crew Supervisor plans, organizes, and leads work projects in Sherman County, including trail building, stream bank and wetlands restoration, landscaping, and construction. Must be able to work with youth of varied backgrounds, cultures, abilities, and gender, creating an environment conducive to the development of work skills and personal growth.

QUALIFICATIONS:

- 1) **Education:** High School degree. Experience in at least one of the following is preferred: landscape architecture, forestry, resource management, conservation, wetlands management, environmental studies, park management, carpentry, construction, or related fields.
- 2) **Experience:** Two year supervisory experience working with diverse and at-risk youth, preferably an on-the-job training setting of trail building, conservation, general construction, or youth services corps work program preferred.
- 3) **Availability:** Weekly schedule to be determined upon hiring;
- 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.

OTHER 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) Experience driving a pick-up, hooking up and unhooking a trailer, pulling a trailer, and backing up a trailer.
- 9) Good communication skills.
- 10) Knowledge of safe working practices. Ability to use and teach others the safe and proper use and maintenance of hand and power tools.
- 11) Professional appearance appropriate for position.
- 12) Skills in advising, conferring, and cooperating with land management agencies, county, city, and other municipalities.

Specific Duties:

- 1) Recruits, orients, supervises, trains, and evaluates a crew of 4-5 young adults, ages 14 – 25.
- 2) Instructs youth in educational and vocational activities associated with work projects, and provides feedback on performance.
- 3) Develops and maintains a strong sense of team/teamwork for the crew.
- 4) Maintains records on attendance, crew activities, and completes project reports.
- 5) Coordinates work progress and project completion schedules with project sponsors.
- 6) Maintains program vehicle including arranging for regular maintenance and cleaning.
- 7) Maintains tool inventory and regular cleaning, sharpening, and repairs of program tools.
- 8) Guide Crew Members in their daily journaling process.
- 9) Ensure that Crew Members complete the end of the year survey.
- 10) Completes other duties as assigned.