



Career Opportunity

POSITION TITLE	CREW SUPERVISOR	
DEPARTMENT	CLEAN & GREEN	
REPORTS TO	PROGRAM COORDINATOR	
FLSA STATUS	FULL-TIME/NON-EXEMPT	
RECRUITMENT FOCUS	INTERNAL AND EXTERNAL APPLICANTS	
POSTING DATE:	INTERNAL CLOSING:	EXTERNAL CLOSING:
3/27/08	OPEN UNTIL FILLED	OPEN UNTIL FILLED

ORGANIZATION SUMMARY

The LA Conservation Corps (the Corps) is a private, non-profit organization that has been helping at-risk young people develop themselves since 1986. To date, more than 20,000 young people have participated the Corps classes and service projects, learning new skills while contributing to the quality of life for all of us in the greater Los Angeles area.

POSITION SUMMARY

Reporting to a Clean & Green Program Coordinator, the Supervisor is responsible for supervision, work project coordination, recruitment, education support, and other leadership responsibilities for a team of 2-10 program participants ages 13-16. Teams are assigned to various sites within the county of Los Angeles as operations bases for work in an assigned Council District that includes but is not limited to litter abatement, community development and the promotion of productive work and life skills.

ESSENTIAL FUNCTIONS

- Supervise, motivate, and coordinate the work of a team of 2-10 program participants.
- Supervise and participate in a daily physical fitness regime and other program activities.
- Ensure safe work practices, a safe work environment and the proper maintenance of vehicles, equipment, and tools.
- Train and guide the team in project development tasks.
- Develop work projects within the assigned Council District in conjunction with participant students.
- Maintain close ties with community-based organizations and the assigned Council District field office in order to efficiently coordinate work projects to meet community needs.
- Provide team support for community events and promote community involvement in team projects.
- Recruit and interview local middle school students for Clean & Green program participant jobs.
- Ensure that all hiring and enrollment documentation is complete and current.
- Maintain positive and informed relationships with recruitment schools or program liaisons.
- Counsel and motivate team members toward continued involvement in education and self-esteem development.

PROFICIENCIES/SUCCESS FACTORS

- Provides supervision, training, development, safeguards and serves as a mentor and good role model.
- Organizing and Planning– Ability to structure tasks, establish priorities and set goals
- Demonstrate a high level of professionalism and work ethics
- Interpersonal - Demonstrate sensitivity, understanding and the ability to effectively interact with individuals (internal and external) from diverse cultural, socioeconomic, disability and ethnic backgrounds
- Demonstrate excellent communication skills (oral and written). Characterized by actively listening and

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ensuring respectful two-communication interactions

- Demonstrate a high level of accountability, responsibility and dependability
- Demonstrate a positive attitude, self-discipline, and self-awareness
- Demonstrate excellent analytical skills – characterized by identifying, assimilating and comprehending the critical elements of various situations; extract and interpret implications of courses of action
- Demonstrate teamwork through cooperation and collaboration with others

MINIMUM REQUIREMENTS/QUALIFICATIONS

- Supervisory, project management and logistics skills necessary to fulfill position responsibilities.
- Ability to work with diverse populations and motivate young adults to meet program goals.
- Competent level of computer skills (Microsoft Office Environment) and the ability to complete the necessary reports.
- Demonstrates the oral and written communication skills necessary to prepare concise, logical, grammatically correct documents and presentations.
- Organizing and Planning – Ability to structure tasks, establish priorities and set goals.
- Interpersonal – Demonstrate, sensitivity, understanding, and the ability to effectively interact with individuals (internal and external) from diverse cultural, socioeconomic, disability, and ethnic backgrounds.
- Demonstrates the ability to perform the physical requirements of the job, as well as train others.

EXPERIENCE/EDUCATION

- High School Diploma or equivalency from an accredited institution required—Bachelor's degree is preferred
- Minimum of 6 months experience working and/or training young adults (ages 13-17) of various ethnic and socio-economic backgrounds.
- Proficiency in using tools appropriate for various work projects.
- Competent level of computer skills (Microsoft Office Environment) and the ability to complete the necessary reports.
- Any combination of experience and/or education that will produce the desired outcome.

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OTHER REQUIREMENTS

- Pass a post-offer drug/alcohol screen test before commencing employment (required to submit for the drug/alcohol screening at a company designated facility) “REQUIRED”
- Tuberculosis Screening (TB immunization) before commencing employment (required to submit for the TB test at a company designated facility). “REQUIRED”
- California Class C Driver’s License, validation of driving record for commercial policy insurability per the requirements of the state of California. “REQUIRED”
- If a private vehicle is utilized for company purposes validation of a California Class C Driver’s License, validation of driving record for commercial policy insurability is required in conjunction with proof of personal minimum liability insurance coverage per the requirements of the state of California. “REQUIRED”
- California Class B Driver’s License, validation of driving record for commercial policy insurability per the requirements of the state of California. If you do not currently possess a California Class B Driver’s License you will have 90 days from the effective date of acquiring this position to secure a Class B Driver’s License. “NOT REQUIRED”
- Standard multi-media first aid certification. If you do not currently possess a standard multi-media first aid certification, you will have 90 days from the effective date of acquiring this position to secure a multi-media certification. “NOT REQUIRED”
- Pass a post-offer Live Scan (fingerprint/background clearance-Department of Justice) before commencing employment (required to report to a company designated facility). “REQUIRED”

WORK SCHEDULE

Tuesday through Saturday 6:30 a.m. to 2:30 p.m. (a minimum of 40 hours per week)

Also, due to the demands of service, hours and days of work may vary including some weekends, and earlier or later hours of work.

SALARY AND BENEFITS

- Salary \$10.71-\$16.44 hourly (reflects the entire salary range). A starting hourly rate higher than \$10.71 per hour is based on a level of experience and education that significantly exceeds the minimum requirements. Medical, Dental, Vision and Retirement Benefits
- Vacation, Sick and Personal Holiday Benefits

INTERNAL CANDIDATE PROCEDURE

Internal applicants must review the Transfers/Promotions guidelines and should complete an LA Conservation Corps Transfer/Promotion Career Opportunity Application within three (3) working days of the “Posting Date.” This information can be requested from the Human Resources Department. The internal application should be submitted to Human Resources by the Internal Closing Date.



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APPLICATION PROCEDURE

Complete an application or send a resume to: LA Conservation Corps/ Attn: Human Resources, Post Office Box 15868, Los Angeles, CA 90015 or Fax: 213.362.7958 or e-mail: jobs@lacorps.org

If a resume is sent, you will be requested to complete an application at a later date if you are chosen for an interview. Based upon a review of your application and supportive information, applicants will be considered for the interview portion. The interview will cover education and experience requirements.

LA Conservation corps
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