



# Career Opportunity

POSITION TITLE	CREW SUPERVISOR (SPECIAL PROJECTS)-2 VACANCIES	
DEPARTMENT	YOUNG ADULT CORPS—CLEAN & GREEN	
REPORTS TO	PROJECT COORDINATOR	
FLSA STATUS	FULL-TIME/NON-EXEMPT	
RECRUITMENT FOCUS	INTERNAL AND EXTERNAL APPLICANTS	
POSTING DATE:	INTERNAL CLOSING:	EXTERNAL CLOSING:
4/18/08	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 in the LA Conservation 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

The Crew Supervisor is responsible for the 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. Other duties may be assigned, as needed.

## ESSENTIAL FUNCTIONS

- Motivate young people to fulfill their education, development and work plans and goals.
- Provide corpsmembers the skills necessary to improve their employability.
- Supervise the crew in the completion of service projects including trail construction and maintenance, tree planting, landscaping, park development and maintenance, and community beautification like litter abatement and recycling.
- Supervise corpsmember crews while performing classroom instruction.
- Ensure safe work practices, a safe work environment and the proper maintenance of vehicles, equipment, and tools.
- Ensure a consistently high quality of work is performed on the various work projects.
- At project worksites, serve as liaison between project sponsoring agency staff and your supervisor.
- Train and guide the team in project development tasks.
- Implement work projects in a manner that is timely, efficient and effective from start to finish.
- Ensure that the appropriate equipment is available for the work crews to perform the work projects.
- Maintain appropriate professional close ties with community based organizations.
- Provide team support for community events and promote community involvement in team projects.
- Plan and carry out assigned crew scheduling.
- Prepare daily and monthly reports of project work assignments.
- Complete at least (ten) 10 hours staff trainings (i.e., effective supervision, basic computer skills, sexual harassment, proper chainsaw operation, defensive driving, conflict resolution, and writing/grammar) annually.



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## 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 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 people 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
- AA and/or Bachelor's degree (preferred)
- Minimum of 6 months experience working and/or training young people 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.

## 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**



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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

Shifts will vary to fit the needs of the program (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 a 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 or within three (3) working days of the “Posting Date.”

Promotions – Internal candidates will receive a 7% promotional increase or be brought to the minimum of the range, whichever is more. Lateral transfers will result in no increase of salary at the time of the lateral transfer. A lateral transfer will not impact an employee's merit review 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](mailto: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  
EQUAL OPPORTUNITY EMPLOYER M/F/V/D  
WWW.LACORPS.ORG