

# Career Opportunity



POSITION TITLE	CREW SUPERVISOR	
DEPARTMENT	CLEAN & GREEN	
REPORTS TO	PROGRAM COORDINATOR	
FLSA STATUS	FULL-TIME/NON-EXEMPT	
RECRUITMENT FOCUS	INTERNAL & EXTERNAL APPLICANTS	
POSTING DATE:	INTERNAL CLOSING DATE:	EXTERNAL CLOSING DATE:
07/07/06	UNTIL FILLED	UNTIL FILLED

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## ORGANIZATION SUMMARY

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

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## POSITION SUMMARY

Reporting to a Clean & Green Project 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.

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## ESSENTIAL FUNCTIONS

### • Supervision

- Supervise, motivate, and coordinate a team of between 2 and 10 youth 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 a youth team in project development tasks

### • Work Project Coordination and Implementation

- Develop work projects within the assigned Council District in conjunction with youth program participants
- 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

### • Recruitment

- 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

- **Education**

- Counsel and motivate team members toward continued involvement in education and self-esteem development

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## PROFICIENCIES/CRITICAL SKILLS

- Demonstrates effective supervisory skills, safeguards and provides training and development
- Demonstrate the ability to serve a good role model
- Demonstrate a high level of professionalism, and work ethic
- Interpersonal- Demonstrates 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-way communication interactions
- Demonstrate a positive attitude, self-discipline and self-awareness
- Demonstrate teamwork through cooperation and collaboration with others

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## WORK SCHEDULE

- Sunday through Thursday 6:30 a.m.-2:30 p.m.
- Also, due to the demands of service, hours and days of work may vary including some overtime, and earlier or later hours of work.

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## MINIMUM REQUIREMENTS/QUALIFICATIONS

### **Knowledge, Skills and Abilities**

- Prepare detailed monthly reports for Regional Coordinator on the team's work project plans, objectives and outcomes
- Produce reports on community development and other activities, as needed
- Make oral presentations at community meetings, as needed
- Work as a member of the Clean & Green staff team; conduct and participate in regular staff meetings
- Knowledge of/and experience working with young people and the Los Angeles community
- Knowledge of motivation, team building, problem solving, and conflict resolution techniques
- Knowledge of/and ability to demonstrate safety principles and safe work practices in a physical labor setting
- Knowledge of supervision, short-and long term goal setting principles
- Ability to explain, demonstrate and practice LACC goals and work ethic; motivate and discipline subordinates
- Ability to balance community demands with team needs in a multiple project setting

### **Experience/Education**

- High School Diploma or equivalency
- Minimum of 2 years experience working, training, teaching, counseling, and/or coaching youth (ages 13-17) of various ethnic and socio-economic backgrounds
- Proficiency in using tools appropriate for various work projects.

## 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”
- 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. “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. “REQUIRED”
- Current TB skin clearance and fingerprint clearance. “NOT REQUIRED”

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## SALARY AND BENEFITS

- \$10.50 - \$16.12 per hour- based on experience. (Higher starting salary – more than \$10.50 is commensurate with education and experience that significantly exceeds the minimum requirements).
- Medical, Dental, Vision and Retirement Benefits
- Vacation, Sick and Personal Holiday Benefits

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## INTERNAL CANDIDATE PROCEDURE

Internal applicants must review the Transfers/Promotions guidelines and should complete an LACC 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: Los Angeles 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.

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