

Career Opportunity



POSITION TITLE	CREW SUPERVISOR	
DEPARTMENT	YOUNG ADULT CORPS	
REPORTS TO	PROJECT COORDINATOR	
FLSA STATUS	FULL-TIME/NON-EXEMPT	
RECRUITMENT FOCUS	INTERNAL & EXTERNAL APPLICANTS	
POSTING DATE:	INTERNAL CLOSING DATE:	EXTERNAL CLOSING DATE:
ONGOING	ONGOING	ONGOING

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.

POSITION SUMMARY

The Crew Supervisor implements the mission of the Los Angeles Conservation Corps by using his or her technical and personal skills to develop the educational and work skills of young people enabling them to advance their own personal and career opportunities. The Crew Supervisor provides the closest personal contact with corpsmembers in the work environment. It is their ability to relate, train and motivate that enables the corpsmembers to create stronger ties to their communities through community involvement and service; explore avenues for personal growth and development in a respectful and nurturing environment and develop leadership skills to contribute to the advancement of all people.

ESSENTIAL FUNCTIONS

• **Corpsmember Development**

- Motivate corpsmembers (young people ages 18 -24) to fulfill their education, development, work plans and goals
- Provide corpsmembers with the skills necessary to improve their employability

• **Supervision**

- Supervise corpsmember crew in the completion of service work projects, including trail construction and maintenance, tree planting, landscaping, park development and maintenance, and community beautification like litter abatement and recycling
- Supervise corpsmember crew while performing classroom instruction
- Ensure safe work practices, a safe work environment and the proper maintenance of vehicles, equipment, and tools
- Ensure a high quality of work
- At project worksites, serve as a liaison between project sponsoring agency staff and your supervisor
- Train and guide the crew in project development tasks

- **Work Project Coordination and Implementation**

- Implement work projects timely and efficiently from start to finish
- Ensure appropriate equipment availability for work crews
- Maintain close ties with community based organizations
- Provide team support for community events and promote community involvement in team projects
- Plan and control assigned crew scheduling
- Prepare daily and monthly reports of project work and timely corpsmember evaluations, disciplinary forms and incident reports
- Document corpsmember attendance, participation, and work hours on a daily basis
- Conduct regular crew and individual corpsmember meetings to discuss progress
- Serve as an official LACC representative at various functions, as necessary
- Participate in bi-monthly site meetings and periodic program meetings
- Assist with planning, support, and implementation of annual staff retreat
- Assist other staff in morning routine of physical training, announcements and daily site operations
- Maintain vehicles on a daily basis; monitor corpsmember tool usage and maintain tools (clean and sharpen, etc.).

- **Education**

- Conduct training and instructional presentations or workshops in areas related to project work or program goals both at LACC sites and out in the field
- Teach applicable skills, foster and encourage development of good work habits and emulate conservation practices and teamwork
- Maintain a safe work environment for corpsmembers
- Instruct corpsmembers in proper tool usage and avoid hazards
- Counsel, motivate and discipline corpsmembers as needed

- **Desired Annual Outcomes**

- Complete at least 10 staff trainings annually (e.g. “Effective Supervision,” “Basic Computer Skills,” “Sexual Harassment Prevention,” “Proper Chainsaw Operation,” “Defensive Driving,” “Conflict Resolution,” and “Writing/Grammar”)
- Complete and file 90% of reports by their due date
- Be accountable for establishing a safe working environment where no industrial injuries occur that can be attributed to negligence, carelessness, or inappropriate safety practices

PROFICIENCIES/CRITICAL SKILLS

- Provides supervision, training, development, safeguards and serves as a mentor and good role model
- 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). Oral skills characterized by actively listening and ensuring respectful two-way communication interactions.
- Demonstrate a high level of accountability, responsibility and dependability.
- Demonstrate positive attitude, self-discipline, and self-awareness.
- Demonstrate teamwork through cooperation and collaboration with others.

WORK SCHEDULE

- Monday through Thursday 6:30 a.m. – 4:30 p.m.
- Also due to the demands of service, hours and days of work may vary including some overtime, weekends and earlier or later hours of work.

MINIMUM REQUIREMENTS/QUALIFICATIONS

Knowledge, Skills and Abilities

- 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
- Demonstrated 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
- Demonstrate the ability to perform the physical requirements of the job, as well as train others
- Ability to perform community outreach and education in schools and to community groups as well as provide presentations and instruction to other to promote environmental awareness

Experience/Education

- High School Diploma or equivalency (from an accredited institution)
- Minimum of 1 year experience working and/or training young adults (ages 18-24) 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”

SALARY AND BENEFITS

- \$10.50-\$16.12 per hour. (A starting salary higher than \$10.50 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 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.

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

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.
