JOB ANNOUNCEMENT

POSITION TITLE: CREW SUPERVISOR (4 vacancies)

DEPARTMENT: CONSERVATION PROGRAMS—SOUTH LA

REPORTS TO: PROGRAM COORDINATOR

FLSA STATUS: FULL-TIME/NON-EXEMPT

RECRUITMENT FOCUS: INTERNAL & EXTERNAL APPLICANTS

POSTING DATE: 7/12/21

INTERNAL CLOSING: OPEN UNTIL FILLED

EXTERNAL CLOSING: 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 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.

MISSION

The primary mission of the LA Conservation Corps is to provide at-risk young adults and school-aged youth with opportunities for success through job skills training, education and work experience with an emphasis on conservation and service projects that benefit the community.

POSITION SUMMARY

The Crew Supervisor implements the mission of the LA Conservation Corps by using his/her leadership, supervisory and technical skills to develop the educational and work skills of young people enabling them to advance their own educational, personal and career opportunities. The crew supervisor is responsible for the supervision, work project coordination, recruitment, education support, and other leadership responsibilities for a team of 5-12 program participants’ ages 18-24 years old. 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

• Motivates young people to fulfill their education, development and work plans and goals.
• Provides corpsmembers the skills necessary to improve their employability.
• Supervises the crew in the completion of service projects including trail maintenance/construction, restoration, and park construction projects
• Supervises corpsmember crews while performing field instructions.
• Ensures safe work practices, a safe work environment and the proper maintenance of vehicles, equipment and tools.
• Ensures that a consistent high quality of work is performed on various work projects.
• At project worksites, serves as liaison between project sponsoring agency staff and supervisor.
• Trains and guides the team in project development tasks.
• Implements work projects timely and efficiently from start to finish.
• Ensures appropriate equipment availability for the work crews to perform the work projects.
• Maintains appropriate professional ties with community-based organizations and sponsors
• Provides team support for community events and promotes community involvement in team projects.
• Plans and carries out assigned crew scheduling.
JOB ANNOUNCEMENT

- Prepares daily and monthly reports of project work assignments.
- Counsels, motivates, provides constructive discipline and positive reinforcement for corpsmembers.
- Completes at least ten (10) hours of staff trainings (i.e. effective supervision, basic computer skills, sexual harassment, proper chainsaw operation, defensive driving, conflict resolution and writing/grammar) annually.
- Punctuality and satisfactory attendance are essential functions of the job.
- Working from home is not an option.
- Other duties may be assigned as needed.

MINIMUM REQUIREMENTS/QUALIFICATIONS

- Ability to perform the physical requirements of the job, as well as train others.
- Ability to work with diverse populations and motivate young people to meet program goals.
- Ability to structure tasks, establish priorities and set goals.
- Demonstrates the supervisory, project management and logistics skills necessary to fulfill position responsibilities.
- Demonstrates sensitivity, understanding and the ability to effectively interact with individuals (internal and external) from diverse cultural, socioeconomic, disability and ethnic backgrounds.
- Demonstrates the oral and written communication skills necessary to prepare concise, logical, grammatically correct documents and presentations.
- Competent level of computer skills (Microsoft Office Environment) and the ability to complete the necessary reports.
- Work schedule will vary on project needs. Work shifts may include graveyard hours for coverage of night events at different venues.

EDUCATION/EXPERIENCE

- High School Diploma or equivalency from an accredited institution required; AA and/or Bachelor’s degree preferred AND at least six (6) months experience working and/or training young people of various ethnic and socio-economic backgrounds OR any combination of experience and education that would achieve the desired outcome, as determined by the Chief Executive Officer.
- Proficiency in using tools/safety equipment appropriate for various work projects.

OTHER REQUIREMENTS

- Attend events and meetings in the community to support the program. This can involve working Saturdays or Sundays, as needed.
- California Class C Driver’s License with Passenger Endorsement, validation of driving record for commercial policy insurability per the requirements of the state of California. Note: if you do not currently possess a California Commercial Class C Driver’s License with Passenger Endorsement, you will have 90 days from the effective date of acquiring the position to secure the Passenger Endorsement.
- 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 it.
- Pass a post-offer drug/alcohol screen test before commencing employment (required to submit for the drug/alcohol screening at a company designated facility)
- Pass a post-offer Live Scan (fingerprint/background clearance-Department of Justice) before commencing employment.
- Reference checks will be conducted. Employment is contingent upon receipt of acceptable references.

SALARY AND BENEFITS
JOB ANNOUNCEMENT

- $18.71 - $22.81/hour (reflects the entire pay range); a starting wage higher than $18.71 per hour is based on a level of experience and education that exceeds the minimum requirements and is commensurate with the compensation scale (salary range).
- Medical, Dental, Vision Benefits
- Vacation, Sick and Personal Holiday Benefits

INTERNAL APPLICATION PROCEDURE
Internal applicants must review the Transfers/Promotions guidelines and 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.”

EXTERNAL APPLICATION PROCEDURE
Email cover letter and resume to jobs@lacorps.org. The Los Angeles Conservation Corps only employs individuals who are lawfully authorized to work in the United States.

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. Applicants who need reasonable accommodations to apply or interview for this position must notify Human Resources at least four (4) business days before the closing date of the position or, if applicable, at the time an interview is scheduled.

AAO/EEO STATEMENT
It is the policy of LA Conservation Corps to seek and employ qualified workforce at all locations, job sites, and facilities, and to provide equal employment opportunities for all applicants and employees in recruiting, hiring, placement, training, compensation and benefits, promotion, transfer, and termination.

LA Conservation Corps
Equal Opportunity Employer
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