



SCA STAFF POSITION DESCRIPTION

Title: Community Crew Leader	Date Prepared: 3/2014
Department: Youth Programs	Status: Full Time, Temporary, Exempt
Reports to: Program Coordinators	Location: Various urban locations
Hours: Monday- Friday, some nights & weekends	
Salary Range: \$490-600/week	Salary Grade:

Position Summary: Responsible for daily management and supervision of a Community Crew with six, eight, or ten high school student members. Manage student and group safety and development and work project management. Represent SCA on-site and coordinate with Agency partner on designated project(s). New Crew Leaders must attend the Orientation and Conservation Skills training sessions. Returning Leaders must attend Orientation, unless an exemption is granted.

Essential Functions:

Crew Manager

- Supervise crew members during the work day and provide emotionally and physically safe environment in accordance with SCA's Field Operation Standards
- Manage daily crew member transportation
- Guide members through personal development
- Manage medications and all medical/first aid aspects of the crew, along with the required documentation.
- Plan for and carry out Environmental Education lessons in line with SCA's Conservation Curriculum
- Organize and lead recreation trip after completion of work project (typically backpacking, hiking, canoeing, or sightseeing).

Service Project Advisor

- Train and supervise crew members in safe and proper use of tools and all aspects of the service project (may include trail construction, maintenance, wildlife habitat work, site restoration, etc.)
- Facilitate worksite and project, tool and equipment logistics, tool maintenance, and work schedule.
- Manage relationship with agency partners including coordinating all logistical and operational work and how it relates to the partner, project, and crew.

Program Administrator

- Manage administrative aspects of the crew including but not limited to required pre- and post-program paperwork, daily medical and work logs, time sheets, and equipment inventories.
- Manage a budget and necessary purchasing for crew and project including food planning/purchasing.
- Communicate with full time SCA field staff as required and as needed to report incidents & near misses, complete check-ins during the program, and final program evaluations.

Supplemental Functions:

- Other duties as assigned.

Performance Measures/Accountabilities:

- Uphold and act in accordance with SCA's Field Operations Standards
- Effectively communicate with SCA staff, parents, agency partners, and co-leader
- Complete all assigned online educational sessions prior to Crew Leader training
- Completing all necessary paperwork prior to start of program
- Maintain positive relationship with agency partners.
- Provide emotionally and physically safe environment for members
- Maintaining a positive, professional relationship with co-leader.
- Complete all necessary post-program paperwork, including a performance evaluation with Program Coordinator/Managers



Qualifications:

1. Must be a minimum of 21 years of age.
2. Current First Aid certification & CPR required by the start of Crew Leader Orientation.
3. Valid driver's license and MVR that meets SCA standards required.
4. Ability to meet SCA's criminal background check standards.
5. Must have personal housing arrangements in program city.
6. Must be able to perform manual and physical labor for up to 8 hours per day, exposed to the elements and lift and/or move 40 pounds or more when required.
7. Youth/Young Adult Programming- Documented experience working with youth or young adults (ages 14-18) as a teacher, mentor, leader, counselor or coach.
8. Teaching/Leadership- Experience working in an informal or formal educational environment. Demonstrated ability to organize and effectively teach lessons, motivate teenage and/or young adult students, provide and accept constructive feedback and communicate effectively.
9. Conservation Project Skills- Experience in service project management, service learning, conservation, or trail/conservation projects and hand tool use. May also include experience with carpentry, landscaping, gardening, etc.

*All Leaders receive \$455/week for their time spent at mandatory Leader Training.

*Leaders receive \$10/week pay increase for each of the following certifications/trainings- Game of Logging/S-212 chainsaw, rigging, Red Card, SCA Workskills Instructor.

Physical Demands, Work Environment and Working Conditions. The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is occasionally required to

- stand walk sit carry
use hands to finger, handle or feel objects, tools or controls' push and/or pull
reach with hands and arms climb stairs balance
stoop, kneel, crouch or crawl speak listen taste or smell
The employee must occasionally lift and/or move up to _____ pounds.

Specific vision abilities required by the job include: close vision
 distance vision color vision peripheral vision
 depth perception adjust focus

The noise level in the work environment is

- quiet, with minimal interruptions usually moderate, with some interruptions
 loud

While performing the duties of this job, the employee is exposed to

- weather conditions prevalent at the time dirt heat
 fumes smoke water vibration high altitude

Other – please explain: _____

This position requires:

- travel by: car bus/train airplane
 Percentage of time spent traveling per year: _____

Staff Member Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____