

St. Helens School District  
Job Description  
**CREW LEADER**

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**Job Title:** Crew Leader  
**Reports To:** Supervisor or Administrator  
**FLSA Status:** Non-Exempt  
**Prepared:** March 2011

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**JOB SUMMARY**

The Crew Leader works under the supervision of the Columbia River Youth Corp/Columbia County Education Campus instructor and program coordinator. The crew's leader is responsible for implementing the student learning on the work site, transporting students to and from the work site and assisting in general training of youth in the program.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Two years of college or equivalent in a natural resources or education field.
  2. Oregon Commercial Drivers License Class A (or ability to obtain)
  3. Experience with "at risk" students.
  4. Ability to read and interpret manuals and drawings.
  5. Ability to communicate clearly orally and in writing.
  6. Ability to add, subtract, multiply and divide in all units of measure using whole numbers, fractions, decimals and percentages.
  7. Maintain current First Aid Card.
  8. Skill in using a variety of small and large tools and operating equipment.
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**SUPERVISORY RESPONSIBILITIES**

1. The Crew Leader supervises a student work crew of 5-9 students on job sites.
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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Works with students, supervises student work and transports students to and from work sites.
2. Teach education through conservation, forestry, construction and natural resources projects.
3. Educate crew on purpose of project and surrounding environment as well as do teachable moments as they arise.
4. Deal with disciplinary actions as they arise in field or on campus. If necessary meet with staff and parents.
5. Oversees the quality of student work at the work site.
6. Communicates with students and institution regarding individual student's work habits and behaviors.
7. Facilitate work to meet instructor's learning objectives.
8. Works alongside students at work sites.
9. Attend crew leaders training as required.
10. Coordinates all work site obligations with a program coordinator.

11. Trains students in the safe use of all tools using correct safety procedures.
12. Keeps accurate records of safety training, attendance and other necessary documentation of student work.
13. Attends and provides youth leadership for all overnight activities.
14. All other duties as assigned by the instructor or program coordinator.

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### PURPOSE

1. The purpose for all of these duties is to keep Youth in a school that fits their style of learning and get work experience, to be better prepared for not only their future but build a better environment for their community, youth to come and the world.
2. Create a working environment, with teachable moments, which encourages students and employees to achieve their potential. This includes addressing career development opportunities, and higher education opportunities.
3. Maintain a professional attitude and inclusive work environment, free of intimidation, harassment and other forms of discrimination that enhances student and employee perception of CRYC as their “school and employee” of choice.
4. Administer School District policies and procedures operate within the framework of Public agencies including; Bureau of Land Management, Scappoose Bay Watershed Council, Upper Nehalem Watershed Council, Oregon Department of Forestry, Port of St. Helens, and Columbia County parks Department, as well as meet the needs of Private Land Owners.

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### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Two years of college or equivalent in a natural resources or education field.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others’ ideas and contributing to building a positive team spirit.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions.

- **Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current No Child Left Behind certification requirements. Ability to obtain a valid CPR/First Aid card if needed, Oregon Driver License, Bloodborne pathogen training, blood spill training.

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### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 50 pounds and occasionally up to 100 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate, but occasionally high. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

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### OTHER

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: St. Helens SD

Prepared Date: 3-7-11

I have read and understand this job description.

**Signature:**

**Date:**

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