

CREWLEADER / PROJECT COORDINATOR

Job Title: Crewleader / Project Coordinator
Reports To: Assigned Administrator
FLSA Status: Non-Exempt
Prepared: March 2011

JOB SUMMARY

Columbia River Youth Corps is a work based high school program in the St. Helen's School District. This is a Conservation program that requires high school students to fulfill their classroom academics as well as obtain environmental job experience in an outdoor setting within Northwest Oregon.

The purpose of this position is to provide Direction and Supervision of Columbia River Youth Corps staff and students at CRCY campus, community and dispersed worksites within the Northwest Oregon geographic area. Objectives are met by Creating and Developing projects with sponsors, coordinating with CRYC teacher and St. Helens School District personnel, directing and supervising staff and crews, transporting crews safely to work sites, provide social and educational needs for CRYC students, and get funding through grants and fee for service.

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. Grant Writer: Write and finalizes school year grants.
Write multiple summer grants – OYCC, Marine, Regional, Stimulus (OYEI) etc..
Write progress and final reports to receive funding.
 2. Contracts: Find projects.
Negotiate and write contracts with Project Sponsors and School District.
 3. Billing: Write, send, collect and file bills.
 4. Hiring: Advertise, interview, background checks, work with St. Helens School District to complete hiring process. Train new employee to meet CRYC standards.
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SUPERVISORY RESPONSIBILITIES

1. Train crew leaders and crew members to successfully work together to accomplish assigned projects by educating them on project techniques, tool use, role modeling and reinforcing positive behaviors and redirecting negative behaviors.
2. Supervises Field staff (adult crew leaders) and students – making sure projects are getting done with CRYC quality.
3. Counsel crews, promoting and encouraging constructive attitudes by providing fair consistent and impartial enforcement of CRYC rules and St. Helens School District policies. Report any significant changes in behavior of students or discovery of drugs, alcohol or other illegal contraband.
4. Document and meet with staff, students and parents for disciplinary action.

5. Maintain equipment and tool accountability, make daily tool list, check tools daily for defects and account for tools on assigned crews return to school shop.
6. Teach education through conservation, forestry, construction and natural resources projects.
7. Complete daily accomplishment notes, vehicle miles sheets, gas, discipline action forms and crew member points.
8. Maintain key control to vehicles and buildings.
9. Make sure crews have communication when out in the field i.e. radios or cell service. Give maps of local emergency facilities to crew leaders.
10. Make sure school is kept and maintained in a safe working condition as well as having a good physical image to the surrounding community.
11. Assign vehicle to each crew and make sure daily inspections are done.

VEHICLE OPERATION

1. Operate safe vehicles, usually Suburban's on all types of improved and unimproved roads in all types of weather conditions. Conducts daily and yearly vehicle safety and inventory inspections, maintains vehicles in sanitary condition by daily removal of liter and weekly washing. Ensures that passengers are wearing seat belts and randomly inspects passenger's compliance with seat belt laws. Monitor vehicles for preventive maintenance or needed repairs according to established schedules or as needed.
2. Schedule routine maintenance. Repairs and inspections by professional mechanics. Drop off and pick up vehicles after repairs.
3. Assist when crews are in need of service by responding or getting road side assistance.
4. Buy new vehicles when needed.
5. Make sure insurance cards are up to date and in vehicles.
6. Train crew leaders on safe driving skills and driving with a trailer.

PROJECT COORDINATE

1. Establishes work projects with Private, Government and Public land owners.
2. Establish and negotiate contracts with sponsors.
3. Plan, assign, oversee, and transport crews to work sites, field trips etc....
4. Make sure all projects are done with quality and safely and meet sponsors and CRYC expectations.
5. Maintain and buy all supplies for work program; tools, food, tents, etc...
6. Organize and Supervise overnight camps/cabins and work sites all over Northern Oregon area:
 - a. Find safe campsites or Cabins/Yurts
 - b. Get maps made for site.
 - c. Shop and Buy Food/Supplies
 - d. Supervise campy 24 hrs a day
 - e. Coordinate meals at campsite
7. Maintain projects on campus: CRYC plant nursery, clean, safe work shop and tool sheds. Notify St. Helens School District Maintenance department if need assistance or send work order.

CREW LEADER

1. Train student crew on assigned project, tool handling and importance of team work, productivity, quality and safety etc...
2. Transport crew to work sites, work camps and field trips.
3. Educate crew on purpose of project and surrounding environment as well as do teachable moments as they arise.

4. Work physically in field with crew (be a role model of good work ethic).
5. Deal with disciplinary actions as they arise in field or on campus. If necessary meet with staff and parents.
6. Meet with sponsors out in field for project information/directions.
7. Camp overnight with crew/s in field – set up camp, cook, and establish camp rules, do night time bed checks throughout night, wake-up call and camp break down.
8. Keep notes on project daily events and outcome, vehicle gas log and discipline.

SUMMER DIRECTOR, PROJECT COORDINATOR AND CREW LEADER

1. Organizes and Direct entire summer program;
2. All of the above noted duties included except more crews are run though out the summer program. These crews are placed on projects all over the Northwest geographical region in Oregon.
3. Organize free lunch with summer free lunch school program.
4. This duty starts in January finding projects, writing grant proposals, advertising for crew leaders, crew members etc., while doing school year projects. Overtime is required.

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 prepare 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 the4 needs of Private Land Owners.

WORK CONTRACTS

<i>WHO CONTACTED</i>	<i>HOW</i>	<i>PURPOSE</i>	<i>HOW OFTEN?</i>
CRYC Staff	In Person	Direction/Training/Accountability	Daily
CRYC Students	In Person	Direction/Training/Accountability/Educ	Daily
Sponsors/Public	In Person/e-mail	Contracts/Information	Daily
School District	In Person/e-mail	Information/Billing/Vehicle Logs	Monthly

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:** Bachelors degree or higher. Prior successful experience working in a school setting with a minimum of 5 years experience or in similar field Grant writing experience and managements skills required.
- **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.

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.

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: 3-3-11

I have read and understand this job description.

Signature:

Date:
