



**SJCOE**  
EDUCATE • INNOVATE • INSPIRE

## Job Description

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**POSITION TITLE:** Temporary Corps Leader I #4021  
(Classified – Professional Expert)  
Greater Valley Conservation Corps (GVCC)  
County Operated Schools and Programs (COSP)

**SALARY PLACEMENT:** \$14.00-\$15.20/Hour Range 01

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**MINIMUM QUALIFICATIONS-EDUCATION, TRAINING AND/OR EXPERIENCE:**

Possess a high school diploma or the equivalent of the completion of the twelfth grade. Possess a valid California driver's license and maintain a good driving record. Must be able to work weekends and have the flexibility to work various work shifts. Must be able to support in both recycling and natural resource related projects as needed.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Competent level of computer skills (Microsoft Office Environment) and the ability to complete the necessary reports. Postsecondary education including; junior college, trade/technical schools and apprenticeship programs. Experience working in a school district, county office of education, or conservation corps in the areas of recycling, natural resource and conservation projects. Experience in the operation of various landscaping equipment, ability to operate a vehicle with an attached trailer and proficient with customer service.

**CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Provide training, development, safeguards and serves as a mentor. Ability to structure tasks, establish priorities and set goals. Demonstrate a high level of professionalism and work ethics. 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), characterized by active listening and respectful interactions. Demonstrate a high level of accountability, responsibility and dependability. Demonstrate a positive attitude, self-discipline, and self-awareness. Demonstrate teamwork through cooperation and collaboration with others. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

**SUMMARY OF POSITION:**

The Corps Leader I, provides personal contact with the 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 services including conservation projects and GVCC outreach events. Duties will consist of overseeing, supporting and transporting one to four corpsmembers to various recycling collections, waste diversion projects, local events and natural resource projects including but not limited to; fuel loads reduction, landscaping, habitat restoration and lot cleanups.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Motivate corpsmembers to fulfill their education, development and work plans and goals.
2. Provide corpsmembers the skills necessary to improve their employability.
3. Supervise the crew in the completion of service projects including natural resources and recycling.
4. Ensure safe work practices, a safe work environment and the proper maintenance of vehicles, equipment and tools.
5. Ensure that a consistent high quality of work is performed on recycling and natural resource work projects.
6. Implement work projects timely and efficiently from start to finish.

7. Ensure appropriate equipment availability for corpsmembers.
8. Maintain appropriate professional ties with community-based organizations.
9. Provide team support for community events and promote community involvement in team projects.
10. Plan and carry out assigned crew scheduling.
11. Prepare reports and turn in daily logs including; tailgate meetings, mileage forms and any additional GVCC project documentation.
12. Counsel, motivate, and provide constructive discipline and positive reinforcement for corpsmembers/workers.
13. Complete daily project logs, i.e. corpsmember projects logs, and vehicle mileage forms.
14. Conduct daily safety tailgate meetings
15. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Demonstrate normal manual dexterity and eye-hand coordination to operate power and motorized equipment using both hands.
2. Demonstrate physical agility to frequently stop, kneel, bend, crouch, reach overhead, grasp, push, pull, lift and move objects up to 50 pounds shoulder height and occasionally lift in excess of 50 pounds with assistance.
3. Demonstrate normal depth perception.
4. Stand and walk for extended periods.
5. See and read printed matter, with or without visual aids, distinguish colors, read and understand rules and policies, labels and instructions.
6. Ability to use telephones and office equipment.
7. Verbal communication including the ability to speak and hear at normal room levels.

**WORK ENVIRONMENT:**

Work is performed in indoor and outdoor environments; exposure to dust, oils, and cleaning chemicals; may work on ladders or scaffolding; may work with exposure to moisture; some exposure to childhood and other diseases in a school environment, regular contact with SJCOE staff, district office staff, and the public.