

# Community Action Program of East Central Oregon (CAPECO)

## JOB DESCRIPTION

<b>Position:</b>	<b>2018 Summer Conservation Crew Leader</b>
<b>Supervised by:</b>	Case Manager
<b>Supervises:</b>	Youth Crew Members
<b>Department:</b>	Workforce
<b>Classification:</b>	Seasonal Full Time (up to 40 hours/wk)
<b>Position Status:</b>	Non-Exempt
<b>Location:</b>	Boardman
<b>Salary Level/Wage:</b>	\$16.00/hour

### How to Apply

To apply for this position we must receive a completed CAPECO application. An application can be found by visiting our website at CAPECO-WORKS.ORG or picked up at our Main Office located at 721 SE 3rd Street, Suite D, Pendleton, OR 97801. Cover Letters and Resumes may also be included, but will not be accepted without an application.

Please return the completed application, optional resume, cover letter and any other required documents to: 721 SE 3rd Street, Suite D, Pendleton, OR 97801 or aalexander@capeco-works.org. Please send it attention Human Resources if you are sending by mail.

### Position Overview

CAPECO is currently accepting applications for a temporary (summer) full-time Crew Leader. This position is up to 40 hours per week for approximately eight weeks. Crew Leaders will provide ongoing oversight of all crew members and projects. Each day will be spent in the great outdoors leading and supervising youth. The crew leader will work with CAPECO and other Boardman partners in executing various projects to enhance the park system. Projects include, but not limited to, landscaping, irrigation, painting, trail construction and clean-up located within the Boardman city limits.

### Essential Job Functions

- Attend a mandatory paid training from June 19-21, 2018 in Bend, Oregon.
- Supervise and assist four, 16-21 year old crew members on multiple projects throughout the summer.
- Work with CAPECO and partners to ensure projects are completed in a timely manner and verify project directions are followed properly.
- Ensure crew members work is divided consistently and help to keep team motivated and working together.
- Direct youth in proper and safe use of hand tools and equipment while performing project duties including, but not limited to, rake, shovel, pruner and string trimmer.
- Oversee and assist with construction of walking trails, painting out buildings, tree trimming, landscaping and repair and install new irrigation systems.
- Oversee and assist with a two day water clean-up on the Columbia River. Includes trash collection and removal.
- Produce a final online report summarizing the summer project.

## **Minimum Qualifications**

- A High School Diploma, GED or equivalent work experience
- Experience with youth activities or programs preferred
- Supervisory experience required
- Problem solving skills
- Must be available for work June 25 – August 17, 2018

## **Work Environment and Physical Demands**

- Able to lift, push and/or carry/move objects up to 50 pounds on an occasional basis.
- Regularly required to bend, kneel and crouch.
- Some projects may involve hiking several miles a day.
- Work will be performed primarily outdoors in a variety of locations and weather conditions.

## **Special Requirements**

- Must pass a criminal history background investigation; however a conviction of a crime may not necessarily disqualify an individual from this position.
- CAPECO is a drug free workplace and pre-employment screening will be required.
- Must possess a valid Driver's License and insurable driving record is required.