

Community Action Program of East Central Oregon (CAPECO)

JOB DESCRIPTION

Position:	2018 Summer Conservation Crew Leader
Supervised by:	Case Manager
Supervises:	Youth Crew Members
Department:	Workforce
Classification:	Seasonal Full Time (up to 40 hours/wk)
Position Status:	Non-Exempt
Location:	Pendleton
Salary Level/Wage:	\$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 Pendleton partners in executing various projects to enhance the health of Pendleton's community. Projects include, but not limited to, data collection of all trees located within the Pendleton City limits, water clean-up and cabin restoration.

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.
- Manage the distribution of tablets for the tree inventory. Monitor the proper collection of data using provided software.
- Oversee and assist with identifying the total number of trees within city limits, map trees with detailed GPS coordinates, attain basic data on each tree and assess the general health of the tree.
- Oversee and assist with a two day water clean-up on the Umatilla River. Includes trash collection and removal.
- Oversee and assist a one week project at Kiwanis cabin, Includes applying stain and paint on cabins.
- 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.