

Community Action Program of East Central Oregon (CAPECO)

JOB DESCRIPTION

POSITION:	SUMMER CONSERVATION CREW MEMBER
Supervised by:	Program Manager
Department:	Career and Education
Classification:	Seasonal Part Time (approx. 40 hours/wk)
Position Status:	Non-Exempt
Location:	Heppner – Morrow County
Salary Level/Wage:	\$11.00/hour

POSITION OVERVIEW:

Are you looking for a summer job that will give you the chance to learn new skills in the field of natural resources and give back to your community while also building your resume? Do you have a great work ethic and enjoy hiking and spending time outdoors? CAPECO is hiring ages 16-21 to staff our summer conversation crew. The crew will be working with CAPECO and the United States Forest Service, Heppner district to execute various projects to enhance the health of Heppner’s surrounding community. Crew members will work approx. 40 hours per week, Monday thru Friday under the supervision of a crew leader. The projects will include, but not limited to picnic table repair, trail repair work, trail brushing to assist in fire prevention and a healthier forest and road right-of-way brush clearing and water clean-up. Crew members may receive training and certification in First Aid and CPR.

ESSENTIAL JOB FUNCTIONS:

- Work outdoors on natural resources projects under the direction of a crew leader.
- Operate hand tools and equipment to perform project duties including, but not limited to, painting and clean up.
- Picnic table repair, trail repair work, trail brushing to assist in fire prevention and a healthier forest and road right-of-way brush clearing.
- Some projects may involve hiking several miles a day.
- Participate in a two day water clean-up on the local waterways. Includes trash collection and removal.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES & MINIMUM QUALIFICATIONS:

- No prior work experience necessary – this is an ideal first job!
- All crew members must be 16-21 years old
- Must commit to a minimum of eight weeks
- Must be a Morrow County resident

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. Some projects may involve hiking several miles a day. The employee is regularly required to bend, kneel and crouch. Specific vision abilities required by this job include close vision and distance vision. The noise level in the work environment is usually moderate. The employee must occasionally lift, and/or carry/move objects up to 50 pounds.

This job operates primarily outdoors in a variety of locations and weather condition. The position regularly uses hand tools and small outdoor equipment. This role also occasionally uses standard office equipment such as computers, tablets, smart phones.

HOW TO APPLY:

- Pick up a copy of the required application from CAPECO main office located at 721 SE 3rd St. Ste. D, Pendleton, OR 97801 or from United States Forest Service, Heppner office located at 117 South Main St., Heppner, OR 97836 or email sstuvland@capeco-works.org for a copy.
- Return the completed application along with a letter of recommendation by June 7, 2019 to the CAPECO main office or by email to sstuvland@capeco-works.org.

For organizational information, see our website at <http://www.capeco-works.org/>

Community Action Program East Central Oregon 2019 Summer Conservation Crew Member

EMPLOYMENT APPLICATION

Applicants for Conservation Crew Member positions must be eligible to be enrolled in 9th grade through college undergraduate courses.

This application along with a letter of recommendation, must be completed and returned by June 7, 2019 to the CAPECO main office located at 721 SE 3rd St. Ste. D, Pendleton, OR 97801 or emailed to sstuvland@capeco-works.org. Upon receipt of applications, CAPECO staff will offer work readiness training and select applicants to interview for available positions. Final selection will be based upon the sole discretion of CAPECO staff.

Equal Employment Opportunity: It is CAPECO's policy to seek and employ the best qualified employees, to provide equal opportunity for the advancement of employees and to administer all of our employment policies in a manner that will not discriminate against any person because of race, color, religion, age, sex, sexual orientation, gender identity, marital or veteran status, national origin, mental or physical disability, genetic information, on-the-job injuries, or any other status protected by applicable law.

Important: If hired, employee must (1) have or obtain a social security number for payroll purposes and (2) present document(s) verifying identity and eligibility to work in the United States and complete an I-9 (employment eligibility verification) form.

SECTION I - PERSONAL INFORMATION

Name _____ Current Grade _____

School _____

Home address _____

City _____ State _____ Zip code _____

Home Phone _____ Student cell phone _____

E-mail _____

Current school _____ Current Grade Point Average _____

I am available to work June 24th- August 16th: _____

I can get transportation to and from the worksite pick up parking lot each work day:

____ yes ____ no ____

Parent or Guardian Information:

Name _____ Relationship to you _____

Home address _____

City _____ State _____ Zip code _____

Home Phone _____ Work Phone _____

Cell phone _____ E-mail _____

Parent or Guardian Information:

Name _____ Relationship to you _____

Home address _____

City _____ State _____ Zip code _____

Home Phone _____ Work Phone _____

Cell phone _____ E-mail _____

***Please attach an additional sheet if you need more space to complete the information below.**

SECTION II - ORGANIZATIONS & ACTIVITIES/RESPONSIBILITIES

Please list up to five school, volunteer, religious, social, athletic, or other activities/organizations in which you have participated. (Include the organization or activity, your grade in school at the time, and a brief description of your role.)

WORK EXPERIENCE

List any job experience, paid or volunteer, and briefly explain what it involved:

GENERAL INFORMATION

Who is your mentor? Why?

What are your hobbies and interests?

Please explain what you hope to gain by participating in CAPECO/OYCC projects?

What are your long-term and career goals?

REFERENCES

Please list a minimum of two individuals whom you have asked to be a reference for you (other than a parent, friend or relative). *One letter of recommendation should be included.*

Name of Reference and how do they know you: _____

Position/Title: _____ Phone Number: _____

Name of Reference and how do they know you: _____

Position/Title: _____ Phone Number: _____

SECTION III – COMMITMENT (This section is to be completed with the proper signatures).

APPLICANT COMMITMENT, AUTHORIZATION AND SIGNATURE

I understand the purpose of CAPECO/OYCC programs. If I am selected, I will devote my time and resources required to complete the program. Even though emergencies do arise, if I miss more than three days of the program I understand that I may be asked to withdraw. I understand and agree that I may resign or be terminated “at-will”, without cause or notice, at any time, unless otherwise stated in a written employment contract. I also understand and agree that unless otherwise stated in a written employment contract, CAPECO may change, withdraw and interpret other policies (including wages, hours and working conditions), except for this policy of employment at-will, as it deems appropriate.

It is CAPECO’s desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their job in a satisfactory manner. While on CAPECO premises and while conducting business related activities off the Company’s premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. NOTE: While its legal status may be evolving under state law, marijuana remains illegal under federal law, and marijuana use remains subject to this policy. In compliance with Oregon’s Smokefree Workplace Law, CAPECO is also a smoke free work environment.

I understand and agree that if I am hired, the information provided in these statements will become a binding part of my employment relationship. I have read (or had read to me in a language I understand) each of these statements. I have also reviewed all of the information provided in this application and in any attachments or supporting documents.

Signature of applicant: _____ Date: _____

PARENT PERMISSION – Required if applicant is under 18

I am the parent/legal guardian of _____ (student name). I have read the information on the CAPECO/OYCC summer program and am willing to have my child participate. I agree to help my child meet the expectations of the program. I understand that I am responsible to arrange for transportation to CAPECO and back to home. CAPECO, its agents, and its employees have my full permission and consent to transport my child by bus, van, or other appropriate means of transportation in connection with all OYCC activities during the summer. I hereby release and hold harmless CAPECO, its agents, members, employees or any individuals involved in the planning, organization or presentation of CAPECO/OYCC, for any accident, injury, illness or any damage whatsoever related to the above-mentioned student’s attendance at or participating in any activity of CAPECO/OYCC projects.

Parent(s)/Legal Guardian(s) Name (please print)

Signature(s) of Parent(s)/Legal Guardian(s)

If my child is accepted into CAPECO/OYCC, I give my permission for CAPECO/OYCC to take pictures of my child during CAPECO/OYCC activities and use those pictures in CAPECO/OYCC publications and public presentations.

Signature(s) of Parent(s)/Legal Guardian(s)
