

Community Action Program of East Central Oregon (CAPECO)

JOB DESCRIPTION

POSITION:	SUMMER CREW LEADER
Supervised by:	Program Manager
Supervises:	Youth Crew Members
Department:	Housing & Youth
Classification:	Seasonal Full Time (June-July up to 40 hours/wk)
Position Status:	Non-Exempt
Location:	Heppner – Morrow County
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 hr@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 six 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 the United States Forest Service, Heppner District in executing various projects to enhance the health of Heppner and its surrounding community. Projects include, but not limited to, fence building/maintenance, trail building/maintenance, Developed and dispersed campground maintenance, weed eradication, aspen enclosure maintenance.

ESSENTIAL JOB FUNCTIONS:

- Attend a mandatory paid training from June 17-19, 2020 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.
- Work directly with project managers to accomplish a variety of tasks that could include: fence building/maintenance, trail building/maint., developed and dispersed campground maint., weed eradication, Aspen Enclosure maint.
- Work with youths and adults from diverse backgrounds.
- Oversee and assist with a two day water clean-up on the local waterways. Includes trash collection and removal.
- Work in all types of weather and diverse situations.
- Produce a final online report summarizing the summer project.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES & 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 17 – July 31, 2020

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The physical demand and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

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, photocopiers/scanners, shredders and filing cabinets.

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 drug screening will be required.
- Possession of or ability to obtain a valid State Driver’s License and insurable driving record is required.

THE ABOVE JOB DESCRIPTION has been discussed with me, and I accept all responsibilities and can perform all duties with or without reasonable accommodations as outlined above.

SIGNATURE

DATE

EQUAL OPPORTUNITY EMPLOYER