

POWERCORPSPHL CREW LEADER

POSITION DESCRIPTION

PowerCorpsPHL is a new AmeriCorps jobs training program designed to address Mayor Michael A. Nutter and Governor Tom Corbett's environmental stewardship initiatives as well as the City of Philadelphia's youth violence prevention priorities. Annually, PowerCorpsPHL will enroll 100 young people, ages 18-26, in a 9-month jobs training program to develop the skills required to secure meaningful work and become civically engaged members of society. Participants will complete 6 months of full-time service as AmeriCorps members and will work with City departments to tackle pressing environmental challenges, including the need for improved storm water management, increased tree coverage, and revitalized public land. Upon completion of the AmeriCorps term of service, participants will receive 3 months of intensive job placement support.

The PowerCorpsPHL Crew Leader is responsible for the daily direct support and supervision of a crew of ten AmeriCorps members. The Crew Leader will serve as a work supervisor, role model, and mentor to the AmeriCorps members and is responsible for the crew's overall work performance and safety. The Crew Leader is the primary point of contact with the City agency staff and reports to the PowerCorpsPHL Operations Manager.

Responsibilities

- Provide leadership to AmeriCorps Members.
 - Ensure members are treated fairly, learn service and life skills, and perform efficiently.
 - Address and work to resolve crew conflicts or personal member issues and involve the Operations Manager if conflicts cannot be resolved.
 - Handle violations requiring disciplinary actions according to the AmeriCorps Member Handbook and organization policy, in consultation with the Operations Manager.
 - Conduct weekly crew meetings to discuss positives and/or negatives that may have arisen in order to be proactive with crew issues or personal issues.
 - Conduct performance reviews of AmeriCorps members in compliance with AmeriCorps requirements.
 - Build crew community and teamwork.

- Organize daily operations to assure high quality standards and outcomes.
 - Assign daily tasks to crew and start service on time.
 - Plan daily schedules within assigned projects to maximize productivity, safety and crew efficiency, in consultation with City agencies and program leadership.
 - Inform AmeriCorps Members of schedules, daily plans, tasks and responsibilities.

- With appropriate City agency personnel, coordinate tools, equipment and materials for service projects.
 - Meet with appropriate agency personnel to review project specifics.
 - Monitor all phases of projects, serving alongside Crew Members and acting as a role model and leader.
 - Report problems, schedule changes and other issues to the Operations Manager and the appropriate City agency personnel.
- Promote a safe work ethic and prevent accidents and injuries.
 - Monitor crew members during all project phases for safety and correct procedures.
 - Take responsibility for crew safety and training.
 - Know and enforce all state laws (e.g. wearing seat belts), OSHA and program safety rules.
 - Ensure AmeriCorps Members are using personal protective equipment consistently and properly.
 - Work with appropriate parties to investigate all injuries and accidents, complete required paperwork, and report information to the Operations Manager immediately.
 - Look for and inform the appropriate agency personnel of hazards or safety concerns on project sites; and once identified, eliminate the hazard or ensure that proper training and/or equipment is provided to ensure the safety of the crew.
- Perform administrative and relationship building duties required for program implementation and completion and member management.
 - Work closely with designated “sending” agencies and departments to determine eligible and appropriate AmeriCorps Member candidates
 - Work closely with designated placement agencies and departments to identify appropriate projects for program goal attainment.
 - Ensure timesheets are completed on a timely and accurate basis.
 - Assist in completion and submission of the necessary AmeriCorps paperwork.
 - Participate in AmeriCorps Member selection.
 - Identify member training needs and participate in and lead training sessions
 - Monitor and address AmeriCorps Crew Member benchmarks.
 - Share project highlights and photos with appropriate City agencies and departments and with the organization for inclusion in press releases, news articles and/or videos.
 - Attend program, community meetings and outreach events.
 - Respond to inquires from staff, City agencies, and the public in a timely and courteous manner.
 - Perform other duties and responsibilities as required.

Qualifications

- Bachelor's degree in human services, education, environmental science, or a related field preferred.
- Experience working with youth ages 18-26 who are at risk of being involved in violent crime.
- Knowledge of sustainability, landscaping, horticulture, and/or stormwater management principles
- Experience with vocational education and/or youth workforce development preferred
- Experience with service-learning, AmeriCorps programming, and member management preferred.
- Strong work ethic and ability and desire to work outdoors in challenging conditions.
 - Working in extremes of heat, cold or rain.
 - Heavy lifting, bending and carrying up to 50 lbs.
- Excellent interpersonal, presentation, and organizational skills.
- Ability to adapt plans and be flexible on short notice.
- Driver's license and ability to drive a passenger van required.

This is a full-time position, available immediately, through the end of Cohort 2 (September 2014). Beyond that, there may be an opportunity for the individual to remain employed with PowerCorpsPHL, but it is not guaranteed.

Applications will be reviewed on a rolling basis as there is a need to fill the position as soon as possible.

Please submit resume and cover letter to Kim Alexander, Human Resources Director at kalexander@educationworks.org.