

# Onondaga Earth Corps, Inc.



## POSITION

Crew Leader (Youth)

## ABOUT US

Onondaga Earth Corps and the Youth Conservation Corps Model:

The Onondaga Earth Corps (OEC) is a youth development and conservation corps program focusing on community and environmental stewardship in the Greater Syracuse Metropolitan Area. OEC enrolls youth and young adults, ages 15 to 25, in “learn to earn” positions to educate the community about the benefits of environmental stewardship through completing environmental and neighborhood improvement projects. OEC has a strong experiential learning and service component and often completes projects or arranges volunteer service within the community.

## POSITION SUMMARY

Part Time, Temporary, Seasonal (3 months, Summer): 30-35 hours/week.

Typical work week schedule is Monday-Thursday 8:00AM-4:00PM and Friday 8:30AM-1:30PM with some extension as tasks require. Some evenings and weekends required.

Deadline: May 17th (Or until positions are filled)

Start Date: 6/3/2024

Interview Date: ASAP

Compensation: \$20.00/ hr

## POSITION OVERVIEW

The Crew Leader is a field position that directly supervises a crew of program participants and is key to OEC’s community-based tree planting, green infrastructure, and natural areas restoration program success. The Crew Leader will lead and work with youth and young adult crewmembers (ages 15-18) responsible for community outreach, evaluating planting sites, tree planting, watering and caring for trees, natural areas management, and maintenance of green infrastructure installations. The position is multifaceted and demanding, but comes with rewarding achievements, valuable professional growth, and career growth opportunities.

Successful candidates will demonstrate high standards, attention to detail, compassion, excellent judgment, and the desire to devote themselves to youth development/mentorship and environmental conservation. The Crew Leader position requires both supervisory and technical aptitude in forestry and landscaping or a similar field, a high level of comfort with diverse collaborators and youth, and the ability to work outdoors comfortably. This is a staff position, therefore the candidate must demonstrate high level leadership skills, professionalism, and ability to resolve problems in an efficient but respectful manner.

## WORK AND RESPONSIBILITIES

- Implement assignments and communicate expectations with your crew (size of crew will vary)
- Facilitate teamwork, manage field-based tasks, and guide crew dynamics.
- Enforce all OEC policies, including labor law requirements for breaks and safety
- Conduct morning safety stretches and pre-job safety talks
- Create and present tailgate talks
- Collaborate with Supervisors and Program Coordinators to create an empowering working and learning environment for crewmembers
- Perform heavy manual labor in adverse weather conditions for extended time periods
- Teach and/or present project information to people of all ages and backgrounds

[Crew Leader Position Description]

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- Monitor and manage the crew's and one's own physical and emotional safety
- Train a crew to efficiently complete crew projects in the city right of ways, city parks, medians and neighborhoods throughout the Greater Syracuse Area
- Manage crewmember timesheets and attendance
- Complete documentation of daily work logs, crewmember evaluations, incident reports, project photographs, seasonal and annual reports, etc.
- Transport crew and tools in an OEC vehicle while often times towing a trailer
- Provide mentorship to young adults and youth
- Promote individual crewmember development and leadership skills
- Represent OEC in meetings, conferences, and community events
- Occasionally work during the evenings and weekends (re. community events and programmatic considerations)

### QUALIFICATIONS (REQUIRED)

- 1-3 years of experience supervising work crews or groups of youth
- High School Diploma or GED/HSE
- Leadership experience for diverse groups especially youth or young adults
- Experience with field tool use and maintenance
- Plant identification knowledge
- Production workflow and time management skills
- Physically fit and able to work long days in adverse conditions
- Current driver's license with a good driving record (insurable)
- Ability to safely drive a pickup truck and/or a 12 passenger van with a 12-16' trailer
- Background check must be completed as the position requires working with youth
- OSHA 10 Certification (May be completed with OEC)
- Current First Aid or higher and CPR certification (May be completed with OEC)
- Sense of humor, spirit of adventure, and desire to make a positive difference.

### QUALIFICATIONS (PREFERRED)

- Relevant college coursework or degree
- Good sense of direction and map reading
- Previous conservation or youth corps experience
- Invasive species removal and general landscaping experience
- Good understanding of the local community dynamics and available resources
- 1-3 years of urban forestry, green infrastructure, conservation, construction or landscaping experience
- OSHA 30

### APPLICATION PROCESS

Please submit (1) a resume, (2) a cover letter, and (3) a completed Program/Employment Application found online at [www.onondagaeearthcorps.org/jobs](http://www.onondagaeearthcorps.org/jobs)

Guidance and materials can be found on our website at [www.onondagaeearthcorps.org/jobs](http://www.onondagaeearthcorps.org/jobs)

Send or drop off application materials to:  
Onondaga Earth Corps, Inc.  
490 W Onondaga St.  
Syracuse, NY 13202



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