



The Confederated Tribes of the Grand Ronde Community of Oregon

Job Title: Youth Crew Supervisor/NRD Intern
Reports to: Parks and Recreation Coordinator

Dept: Natural Resources
Grade: \$15.00/HR - \$16.50/HR
FLSA Status: Non-exempt

Job Summary:

Supervise two to four summer youth crew leaders and associated youth crews for up to ten weeks. Assist Natural Resources Department with natural resource projects for approximately six weeks. This position is partially grant funded.

Essential Functions:

- Manages, monitors, and participates in day-to-day details of crew life at work and in camp.
- Monitors, manages, and promotes physical and emotional safety on and off the work site for crews and crew leaders.
- Coordinates work schedule, supplies and equipment for Crew leaders and Crews.
- Coordinates the training for two to four Crew Leaders and Crews of six to eight young adults to efficiently complete conservation projects.
- Coordinates and supervises transportation for crews.
- Coordinates logistics with Crew Leaders, Parks & Recreation Coordinator and Natural Resources Manager.
- Coordinates the implementation of Environmental and Life Skills Curriculum via formal and informal lessons.
- Responsible for time sheets, daily and weekly reports, Crew Member and Leader evaluations, incident reports, progress and final reports, etc.
- Provides and manages budgets for gas cards, tools and personal safety equipment for crew leaders and crews.
- Promotes individual Crew Leader and Crew Member development and a healthy crew community
- Inventories trail systems and makes notes of needed repairs or improvements.
- Performs a variety of community and other natural resources projects as assigned
- Performs a variety of other duties as assigned by supervisor.

Supervisory:

- Supervises up to 4 Crew Leaders and 21 youth crew members.
- Ensures the hiring, training, promoting, assigning, disciplining and discharging of employees are in accordance with Tribal Law, including without limitation, the Tribal Employment Rights Ordinance (TERO).
- Assures staff adherence to all policies and procedures, work, safety and administrative rule, Tribal Law and State Regulations.
- Serves as a mentor, as requested, for Tribal career development

Education, Experience, and Licenses:

- Requires a High School Diploma or GED and must be enrolled in college
- Must maintain a valid Oregon driver's license or obtain one upon hire, qualify for the Tribe's vehicle insurance, and provide proof of personal vehicle insurance.

Qualifications, Registrations, and Certifications:

- Must be minimum of 18 years old
- Must have one (1) year of supervisory or leadership experience is required.
- Must attend leadership and youth crew program training for approximately (3) three weeks.
- A desire to work with youth and in natural resources field.
- Must be in good physical condition and be able to work in rugged outdoor terrain.
- Must be able to pass a physical fitness (moderate) pack test.
- Must have one (1) year of experience driving a 15 passenger van with an exemplary driving record or complete the van driver's certification at the time of hire.
- Requires experience in the proper use of hand tools.
- Must have good communication skills.
- Must supply your own work boots.
- Leadership and First Aid/CPR training will be provided.
- Must be able to work long hours, under adverse conditions, during days and nights and on weekends.
- Ability to exercise common sense and self-initiative to carry out instructions furnished in oral, written, or diagram form.
- Must be able to exercise sound judgment.
- Knowledge of and sensitivity to Native American culture required.

Environmental Factors and Conditions/Physical Requirements:

- Continually requires the ability to work under strenuous or adverse conditions for extended periods, while maintaining mental alertness and concentration to maintain work rate, quality, and safety.
- Continually requires the ability to receive detailed information through oral communication, and to make fine discrimination in sound.
- Continually requires verbally expressing or exchanging ideas or important instructions accurately, loudly, or quickly.
- Continually requires moving about on foot to accomplish tasks.
- Frequently requires raising objects from a lower to a higher position or moving objects horizontally from position to position.
- Frequently requires stooping which entails the use of the lower extremities and back muscles.
- Continually requires the ability to express or receive detailed information or important instructions through oral communication.
- Continually requires working with fingers rather than the whole hand or arm. Requires repetitive movement of wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks.
- Requires standing and/or sitting for sustained periods of time, raising objects from a lower to a higher position and/or moving objects horizontally.
- Occasionally requires lifting of up to 100 pounds.
- Supports a safe work environment by performing all duties in accordance with Tribal safety policies and procedures, and Emergency Management Plan.
- Due to the nature of the interactions with other employees and the public we serve, employees may be required to provide documentation of, or receive, certain health vaccinations.
- May be called upon to serve as a Disaster Reservist during Emergencies, or when the Tribal Emergency Operations Center is opened.
- Local travel is occasionally required. Travel outside of the state is infrequently required.

Background Check:

- Candidates for this position will be subject to criminal and character background checks and may be subject to fingerprinting.

Disclaimer:

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified..

This is an accurate description of the essential functions of my position.

_____ Employee Signature	_____ Badge #	_____ Date
_____ Direct Supervisor/Manager Signature	_____ Badge #	_____ Date