



Tree Trust - Job Description

Title:	Young Adult Conservation Corps Seasonal Crew Leader
Reports To:	YACC Group Site Manager
Classification:	Full-time, Seasonal, Non-Exempt
Pay Rate:	\$13.50 - \$14.00 / hour

Job Purpose: Provide guidance, support, and assistance to a team of 3-5 young adults, ages 18-24, in a safe, educational, and professional manner. Projects may include landscape construction, tree care and planting, invasive species and diseased tree removal, lawn care and a variety of seasonal projects.

Essential Functions:

- Supervise and motivate 3-5 crew members, to ensure quality work performance, safety, and the general well-being of the crew and individuals.
 - Organize work projects for the crew in conjunction with the site supervisor and supporting staff.
 - Maintain tool and material inventory and order materials when necessary.
 - Operate, clean, and maintain equipment and report any damaged equipment to site supervisor.
 - Accomplish work goals to the satisfaction of the sponsors and project proposals.
 - Implement fair and appropriate discipline of crew members based on crew handbook
 - Transport up to 15 participants between pickup locations and work.
- Administrative tasks
 - Maintain accurate paperwork: crew payroll time sheets, incident reports, receipts, crew member development, and project records.
 - Complete and submit required reports and other paperwork in a timely manner.
- Development of crew members
 - Facilitate and plan formal training curriculum
 - Use teachable moments to foster crew member development.
 - Provide positive and constructive feedback to crew members
- Be open and willing to take advantage of professional development opportunities
- Assist with the recruitment of crew members when possible.
- Participate in professional development by attending technical and youth worker trainings.
- Other duties as assigned.

Qualifications:

- High School diploma or GED AND experience that meets the following:
 - 0-1 year of tree felling, property maintenance, and/or landscape construction experience AND/OR
 - 0-1 year of previous leadership or education experience, skills, or training specifically with young adults
- Valid MN driver's license with clean driving record as determined by our insurance carrier and ability to obtain MNDOT Health Card
- Ability to pass a criminal & motor vehicle background check
- Ability to work a potentially fluctuating schedule in winter due to snow removal obligations
- Ability to work outside in all types of weather

Required Skills

- Ability to successfully communicate with, motivate, and constructively discipline young adults
- Comfortable receiving and providing both positive and constructive feedback
- Ability to work with individuals from backgrounds that are different from your own
- Knowledge and understanding of issues that face youth with barriers to employment
- Patience and the ability to keep a cool head in difficult situations
- Ability to motivate others to succeed in their job as well as goals in life
- Person-centered approach to working with young adults.
 - Understanding the learning and communication styles of young adults including young adults with disabilities

Preferred Qualifications / Skills:

- Some college coursework in education, psychology, social work, or other related field

2. 1-2 years of tree felling, property maintenance, and/or landscape construction experience.
3. 1-2 years of previous leadership experience, skills, or training specifically with young adults

Physical Requirements Include: the ability to stand for long periods of time, sit, twist, bend, grip, and lift and carry heavy objects up to 75 lbs.

Tree Trust is an Equal Opportunity Employer.