



Tree Trust - Job Description

Title: Young Adult Conservation Corps Crew Leader
Reports To: Conservation Corps Manager
Classification: Full-time, Non-Exempt

Job Purpose: Provide guidance, support, and assistance to a team of 3-5 young adults, ages 16-24, 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:

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

Qualifications:

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

Required Skills

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

Preferred Qualifications / Skills:

1. 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.

To apply, please complete and submit the application at <https://www.surveymonkey.com/r/NWMHYSN>

Tree Trust is an Equal Opportunity Employer.