

Petaluma People Services Center
Job Description

CREW LEADER
Sonoma County Youth Ecology Corps

Exempt: No Department: Employment
Location: On Petaluma Bounty Farm & PPSC Main Office
Supervisor: Director of Employment Services
Salary: \$22 an hour Hours Weekly: 40
Short Term Temporary: June 3 – August 14th

Summary: Youth participants work in eight-person crews to complete quality projects which benefit the community and receive instruction on environmental stewardship. The crew leader role is designed to lead youth to a sense of accomplishment, instill strong work ethic, encourage academic achievement, increase and/or reinforce the youth participants' educational and vocational skills acquisition, and enhance the future employability of the youth.

Description: This job announcement is for one short term temporary position, and the work will be performed primarily at the Petaluma Bounty Community Farm, a program of Petaluma People Services Center (PPSC). Project may include outdoor work at other locations. This position leads a crew of youth participants, ages 16-24, working and learning onsite at the Bounty Community Farm, a three-acre site near downtown Petaluma. The crew leader is responsible for the training and supervision components for participants on the crew site. S/he reports to the Director of Employment Services and works in collaboration with Case Managers for CareerPoint, PPSC's youth employment program. All employees are under the direction of the Executive Director. S/he will work with the Farm Manager/Site Supervisor to provide a content-rich, project-based work experience that allows participants to gain the needed work-readiness and transferable job skills that will lead to a work readiness certificate at the end of the program. This is an instructional/service position under the Workforce Innovation and Opportunity Act, and is subject to its requirements.

Site: The worksite is a three-acre sustainable farm near downtown Petaluma. The Bounty Community Farm is a demonstration production farm with significant community engagement. Crew members and their supervisor will be involved in all aspects of a sustainable farm operation. Applicants do not need to have expertise in farming but will receive daily input from farm staff on priorities and regular instruction on best practices. The Crew may also be assigned to other community locations to perform work throughout the summer.

Duties and Responsibilities: Under the supervision of the department director, the crew leader will:

- Work with the Bounty Farm or Site Supervisor (off farm) staff and participants to plan and organize a work schedule that is effective and meets the goals and

- performance measures of the Sonoma County Youth Ecology Corps and the worksites, taking into account time management, mileage and transportation needs;
- Be responsible for safety training at the beginning and end of every work day; will provide regular monitoring of worksites to assure that all safety measures, child labor laws, OSHA regulations and Workforce Innovation and Opportunity Act (WIOA) program requirements are being followed and that the participants are succeeding in tasks required to complete a work readiness certificate;
 - Be responsible for the crew's education days and attend all necessary trainings and staff meetings; implement and assist in planning an educational component with a strong emphasis on transferable job skills, team building, academic enrichment, basic skills remediation and development of work readiness skills;
 - Collaborate with CareerPoint Case Managers to create and maintain participant files in accordance with WIOA requirements; provide a weekly progress report for his/her assigned participants; keep attendance and submit participant time sheets; and work with each participant to help them meet the program work and educational goals;
 - Work with the Bounty Community Farm's Farm Manager/Site Supervisor to plan participant duties to account for work schedule requirements and limitations, materials, tools and safety and time for educational material to be embedded into crew work hours;
 - Assist participants with time sheets, pick up time sheets from crew sites and deliver paychecks to participants;
 - Maintain regular communication with department director which includes weekly Friday morning staff meetings and scheduled daily check-ins; must have a working, charged cell phone whenever with participants;
 - Submit all reports in a timely and professional matter;
 - Work as a team member and complete duties as assigned and as needed to insure program and participant success.

Supervisory: Supervises crew participants.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The nature of the work site is physically demanding and requires regular bending, lifting of material 30 pounds or less, crouching, hauling, clipping, repetitive movements, twisting, climbing on ladders, and carrying produce and materials. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience in working with "at-risk," low-income youth, and youth with learning disabilities.

Bachelor's degree from four-year college or university or one to two years related experience and/or training; knowledge in providing work-related educational activities; be able to lift at least 20 pounds; possess a working cell phone; have proof of auto

insurance; have a recent clear TB test, pass Live Scan fingerprinting and background checks and take a two-hour Sexual Harassment Training.

To apply: Email your resume and any questions to devin@petalumapeople.org.

Individuals with experience in leading youth groups, landscaping, gardening, construction or habitat restoration—as well as Spanish speakers—will be given some preference during the hiring process.