



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

THE FAMILY YMCA- JOB DESCRIPTION

Job Title: **Youth Conservation Corps Crew Member**

Schedule: 34-40 hrs. weekly

Job Type: Seasonal (May-Aug)

Job Code: 05-060301

FLSA Status: Non Exempt

Pay Range: \$10.20 per hr. DOE

Reports to: YCC Administrator

Revision Date: Jan 2014

POSITION SUMMARY:

The person(s) selected for this position will be responsible for working with the YCC Administrator, the YCC On-the-Job Trainer, and YCC Crew Leaders to ensure the successful completion of YCC project activities. Through hands-on training, education and learning opportunities, crew members will develop transferable work skills, and receive coaching on how to apply learned skills in future education or work settings. Projects and trainings may include riparian restoration, trail construction and maintenance, fire ecology data collection and application to watershed management projects, training in firefighter and trail-building tool use and care, erosion control, bridge building and installation, native plant and animal identification, and other locally relevant ecology concepts. This person is responsible for continuous high-quality customer service, which includes, but is not limited to meeting internal and external customer needs, and for presenting a positive attitude toward the Y, its staff, and its programs.

YCC SPECIFIC QUALIFICATION GUIDELINES:

Eligibility requirements for corps members:

Enrollment in the program shall be limited to individuals who, at the time of enrollment, are:

- (1) unemployed;
- (2) are New Mexico residents;
- (3) are in-school or out-of-school youth;
- (4) are between the ages of 14 and 25 years of age;

ESSENTIAL FUNCTIONS & JOB DUTIES:

ESSENTIAL JOB DUTIES:

Crew Members must be at The Family YMCA facility at or before 8:00 am each workday to board the YCC van and leave for the worksite. Crew Members will be expected to build and maintain technical trails among other projects. Crew Members will be expected to perform a variety of assigned tasks with attention to detail, safety, and respect for fellow Crew Members and Leaders at all times.

MATERIALS AND EQUIPMENT:

Crew Members are responsible for their own clothes. Sturdy work boots are necessary. One pair of gloves, a hard hat, and safety glasses will be provided by the YCC. Long pants are a requirement (no shorts or cut-offs permitted) and a long-sleeved shirt is required for some work sites. A rain jacket is suggested. Tools will be checked out on a daily basis.

GETTING HERE AND GETTING AROUND:

Crew Leaders will drive the Crews via van to and from worksites, leaving the from the Y parking lot in Los Alamos. The YCC provides bus passes for transportation to and from Espanola and the Y in Los Alamos.

ESSENTIAL FUNCTIONS & JOB DUTIES (CONT.):

CREW MEMBERS WILL BE EXPECTED TO:

- Uphold safety and Child Protection standards for all YCC activities
- Represents the YMCA throughout the community
- Attend staff meetings and other meetings and trainings as required
- Maintain a professional appearance and manner reflective of YMCA standards.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

- Lift 40 pounds using proper technique
- Ability to work and adapt to varied outdoor terrains and weather conditions. The work sessions will be located in the desert and mountain environments of Los Alamos, New Mexico.
- Requires bending, lifting, pushing, stooping, carrying and other demanding physical labor
- Ability to walk 1.5 miles carrying a full day’s supply of water, tools, etc
- Ability to sustain high level of performance for at least 8 hours; work all day in the sun, and be able to walk out of the project site at the end of the workday.
- Crewmembers will be exposed to stressful and physically and mentally demanding situations.
- Must have adequate vision to safely and effectively review documents in varied formats i.e....paper and digital and work with tools required for this position
- Must have adequate hearing to respond to members and interact with the public.
- Drug Free as outlined in the Y’s Substance/Alcohol Abuse and Testing Policy

JOB QUALIFICATIONS:

KNOWLEDGE/EXPERIENCE:

Must have the ability to demonstrate and/or show competency in the following areas:

- Work a flexible schedule to meet program staffing/planning needs.
- Exercise mature judgment and sound decision making.
- Communicate effectively both orally and in writing.
- Learn, follow and enforce local Y and national guidelines related to internal policies.

PROFESSIONAL EXPECTATIONS:

The YCC Crew Member will present a competent and positive image of The Family YMCA through the professional and safe coordination of all YCC programming, quantified by completion of the key areas of responsibility and continuous improvement of the systems.

In addition the YCC Crew Member will exhibit and represent behaviors consistent with the expectations within the YMCA competency guidelines listed below:

- Accepts and demonstrates the Y’s values.
- Demonstrates a desire to serve others and fulfill community needs.
- Works effectively with people of different backgrounds, abilities, opinions, and perceptions.
- Builds rapport and relates well to others.
- Makes sound judgments, and transfers learning from one situation to another.
- Embraces new approaches and discovers ideas to create a better member experience.
- Strives to meet or exceed goals and deliver a high-value experience for members.
- Pursues self-development that enhances job performance.
- Demonstrates an openness to change, and seeks opportunities in the change process.

JOB DESCRIPTION REVIEWED AND UNDERSTOOD:

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____