



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

THE FAMILY YMCA- JOB DESCRIPTION

Job Title: **Y Bandelier Corps (YBC) Trail Crew Leader**

Schedule: 36 hrs/week

Job Type: Seasonal (May 29-July 28, '17)

Job Code: 05-2101-060301

FLSA Status: Non Exempt

Revision Date: January 2017

Pay Range: \$10 per hr. but includes paid class time; equates to \$12.40 hr/ trail work time.

Reports to: YBC Administrator

POSITION SUMMARY:

The person(s) selected for this position will be responsible for working with Bandelier and Volunteer Task Force personnel and the Y Administrator to ensure the successful completion of YBC project activities. The Crew Leader is responsible for working and for overseeing the YBC Crew Members in the field and for the safe and successful completion of the predetermined YBC projects. 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 historic preservation, 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.

YBC/YMCA SPECIFIC QUALIFICATION GUIDELINES:

Eligibility requirements for Crew Leaders:

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

- (1) are between the ages of 18 and 25 years of age
- (2) have a valid driver's license, reliable transportation and a clean driving record

ESSENTIAL FUNCTIONS & JOB DUTIES:

ESSENTIAL JOB DUTIES:

Crew Leaders and members must report to designated area before 8 am, fully geared and ready to work each day so that work can begin promptly at 8 am. Leaders are expected to help motivate and work alongside Crew Members to build and maintain technical trails among other projects. Crew Leaders will be expected to perform a variety of assigned tasks with attention to detail, safety, and respect for their fellow Crew Leaders and Members at all times. The Crew Leaders will be responsible for completing Crew Member evaluations as well as work status updates and reports as assigned.

MATERIALS AND EQUIPMENT:

Must provide own work boots, rain gear/poncho and large, reusable water bottle. Gloves, a hard hat, and safety glasses will be provided by the YBC. Long pants are a requirement (no shorts or cut-offs permitted). Two long-sleeved shirts, required for work, to be provided. Tools will be checked out on a daily basis.

CREW LEADERS WILL BE EXPECTED TO:

- Uphold safety and Child Protection standards for all YBC activities
- Represent the YMCA throughout the community in a positive, respectful manner
- Attend staff meetings and other meetings and trainings and class lessons as required

- Maintain a professional appearance and manner reflective of YMCA standards
- Perform duties as assigned
- Be prepared for outdoor work with proper equipment, water and attire

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 3 miles one way (up to 6-miles round trip) carrying a full day's supply of water, tools, etc. on steep terrain
- 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.
- Crew Leaders/Members will be exposed to stressful and physically and mentally demanding situations
- Will/may be exposed to dust, pollen, ash, soot, and other environmental allergens
- 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
- Failure to perform duties and behavior that is not to a professional level of conduct may result in termination

JOB QUALIFICATIONS:

KNOWLEDGE/EXPERIENCE:

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

- Trail building/construction experience
- Supervising others and adherence to job standards
- Planning and organize work in a timely manner to meet deadlines
- Supervising well-coordinated, high-quality projects
- 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 policies

PROFESSIONAL EXPECTATIONS:

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

In addition the YBC Trails Crew Leader 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: _____