



CIVICORPS JOB DESCRIPTION

POSITION TITLE: Job Training Supervisor

DEPARTMENT: Job Training Center

REPORTS TO: Training Coordinator first 6 months, Job Training Manager remaining

Direct Reports: Corpsmembers

FLSA STATUS: EXEMPT

POSITION SUMMARY

Directs a crew of Corpsmembers with responsibility for monitoring all aspects of Corpsmembers' development within the Civicorps School Corpsmember Program.

ESSENTIAL FUNCTIONS

- Supervises Corpsmember crews.
- Responsible for employee safety through training, policy compliance, and supervision of crewmembers.
- Establishes performance expectations and conducts verbal and written evaluations based on expectations.
- Enforces all Civicorps policies and procedures and disciplines Corpsmembers as appropriate.
- Responsible for remaining at job site during lunch period for an on-duty lunch period, since Corpsmembers may not be left unsupervised at field site at any time.
- Monitors Corpsmembers' retention and transition out of the Civicorps Corpsmember program, including goal setting, career counseling and timely graduation.
- Oversees the successful completion of crew's assigned project through appropriate planning and meeting specifications as well as ensuring safe working procedures are observed.
- Responsible for monitoring project progress, inspecting completed work for quality and quantity and evaluates project success.
- Generates project progress and needs reports directed to the Job Training Coordinator and the sponsoring agency.
- Responsible for all administrative functions of assigned crew.
- Maintains, monitors and distributes assigned equipment and supplies.
- Prepares time sheets and incident and accident reports timely.
- Provides general and technical training to Corpsmembers.

SUPERVISORY RESPONSIBILITIES

Directly supervises Corpsmembers in the Job Training Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assist in training Corpsmembers; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.



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MINIMUM QUALIFICATIONS

- Bachelor's degree (BA or BS) from four-year college or university; or two to three years related experience and/or training; or equivalent combination of education and experience.
- Standard First Aid and CPR certificate or ability to obtain within 3 months of employment.
- Technical knowledge of projects such as landscaping, resource management, erosion control, revegetation, fire prevention, trail building and repair, building renovation, and recycling.
- Experience working with at-risk urban youth, developing young adults and/or developing leadership in youth.
- Clean driving record.
- Ability to pass state and federal criminal background checks and a TB test.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

OTHER QUALIFICATIONS

- Commitment to serving the East Bay community as well as in interest in stewardship for the environment and working with urban youth.
- Ability to work in harmony in a community based organization with a diverse staff, students, families and/or partnerships.

WORK REQUIREMENTS

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. The employee must have vision in both eyes.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, a variety of terrain, outside weather conditions, and vibration. The employee is frequently exposed to toxic or caustic chemicals. The employee is occasionally exposed to high, precarious places; extreme cold; and extreme heat. The noise level in the work environment is usually moderate to loud.

NOTICE: The statements herein are intended to give a broad description of this job function and should not be construed as an exhaustive list of all responsibilities, duties and skills required. Other duties and/or projects may be assigned as needed.