



## **CIVICORPS JOB DESCRIPTION**

**POSITION TITLE:** Job Training Supervisor

**DEPARTMENT:** Job Training Center

**REPORTS TO:** Job Training Coordinator

**Direct Reports:** Corpsmembers/Students

**FLSA STATUS:** Full-time, Exempt

**LOCATION:** Oakland, CA

**COMPENSATION:** \$50,000 - \$57,000 per year

### **ORGANIZATIONAL PROFILE**

Located in West Oakland, CivCorps is a dynamic non-profit that includes a charter school and two social enterprises. CivCorps' mission is to re-engage young adults, ages 18-26, to earn a high school diploma, gain job skills, pursue college, and embark on family sustaining careers.

Youth at CivCorps have the ambition, talent, and perseverance to succeed; what they deserve is personalized mentoring and support as they develop a plan to achieve their goals. Our participants have experienced failures of multiple systems – the traditional school system, the justice system, and the child welfare system. Against a larger Bay Area backdrop of accelerating income inequality, neighborhood displacement, and food and housing insecurity, CivCorps' programs and support services are more vital than ever.

Through our unique mix of personalized academics, paid job training, trauma-informed support services, and pathways to college and careers, CivCorps helps resilient youth overcome barriers, cultivate their talents, and unleash their potential.

You can learn more about our work by visiting our website: <https://www.cvcorps.org/>

### **POSITION SUMMARY**

Reporting to one of our Job Training Coordinators and joining a passionate team of fellow Supervisors who are committed to advancing economic opportunity for young adults, the Job Training Supervisor will contribute to the goal of training youth in conservation and land management work. The Job Training Supervisor directs a crew of Corpsmembers and handles the responsibility for monitoring all aspects of their assigned Corpsmembers' development within the framework of CivCorps programming.



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Civicorps has long standing contracts with land management partners in the East Bay that include Alameda County Flood Control (ACFC), East Bay Municipal Utility District (EBMUD), East Bay Regional Parks District (EBRPD), and many others. The Job Training Supervisor will play a major role in fostering partner relations, managing project completion, and facilitating learning opportunities with their crew.

The Job Training Supervisor has three major responsibilities:

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

#### **Corpsmember Development:**

- Supervises Corpsmember crews of approximately 5-8 young adults
- Responsible for Corpsmember safety through training, policy compliance, and supervision of crewmembers
- Establishes performance expectations and conducts verbal and written evaluations
- Provides general and technical training to Corpsmembers
- Enforces all Civicorps policies and procedures and utilizes the progressive discipline structure as appropriate
- Monitors Corpsmembers' retention and transition out of the Civicorps Corpsmember program, including goal setting, career counseling and timely graduation if applicable
- Works closely with Support Services to connect Corpsmembers with counselors and resources as needed

#### **Project Management:**

- Oversees the successful completion of crew's assigned project through communication with sponsor agency, appropriate planning and meeting specifications, as well as ensuring safe working procedures
- Responsible for monitoring project progress, inspecting completed work for quality and quantity, and evaluating project success
- Responsible for remaining at job site during lunch for paid on-duty lunch period since Corpsmembers may not be left unsupervised at any time

#### **Administrative:**

- Generates project progress and needs reports as directed for Civicorps and sponsor agency use
- Responsible for all administrative functions of assigned crew including daily crew rosters, vehicle inspections, and various Corpsmember and project paperwork
- Maintains, monitors and distributes assigned equipment and supplies
- Prepares time sheets, incident and accident reports in timely manner



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### **MINIMUM QUALIFICATIONS**

- Experience working with young adults in education, youth development, or job training setting or Bachelor's Degree in relevant field of study. Salary will reflect level of experience.
- Standard First Aid and CPR certificate or ability to quickly obtain
- Valid driver's license with ability to be placed on company insurance
- A commitment to serving the resilient young adults of the East Bay and creating opportunities for their educational and career success
- A commitment to advancing racial and social equity
- Committed to environmental stewardship and diversifying the conservation workforce
- Ability to work independently and strength in multi-tasking, goal-setting, and workload prioritization, while also maintaining collegial and productive relationships with the Job Training team, and other Civicorps staff, and our Corpsmembers
- Ability to form collaborative relationships with a diverse set of internal and external stakeholders

### **OTHER QUALIFICATIONS**

- Technical knowledge in landscaping, resource management, erosion control, revegetation, fire prevention
- Technical skills in trail building and repair, minor renovation, construction
- Technical skills with power tool use and maintenance such as chainsaw, brush cutter, pole saw, hedge trimmer

### **EMPLOYEE BENEFITS**

Civicorps has a culture of caring for each other, personally and professionally. We enjoy a working environment that includes on-going staff activities, employee recognition programs and much more. We are a family-friendly workplace.

Civicorps offers a competitive employee benefits package including:

- Health Plan Options, including mental health care. Select from Kaiser HMO or Aetna PPO
- Dental and Vision
- Employer Paid Long Term Disability
- Employer Paid Life, Accidental Death/Dismemberment Insurance
- Paid Time Off, with additional paid winter leave
- 403(b) retirement plan with generous company match
- Flexible Spending Account for Health/Child Care
- Professional Development opportunities through workshops and conferences
- Free Parking (close to BART and Jack London Square)



## **CIVICORPS JOB DESCRIPTION**

Civicorps is an equal opportunity employer. We do not discriminate based on race, color, creed, gender, religion, sexual orientation, marital status, gender identity and expression, domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition, veteran status, or any other unlawful consideration. We will consider for employment all qualified applicants, including those with a prior record of arrest or conviction, in a manner consistent with the requirements of applicable federal, state and local laws. Assistance and/or reasonable accommodations during the application process are available to individuals upon request.

### **HIRING PROCESS**

Civicorps actively cultivates an institutional culture that reflects the values of respect, equity, and inclusion that we seek through our work to amplify in the larger world. We welcome all qualified candidates to apply for this position and encourage applications from candidates whose lived experience gives them expertise in serving the communities we work with.

We are eager to fill this key position. Applications will be reviewed on a rolling basis, with the goal of having this position filled as soon as possible.

Qualified applicants will be invited to an initial brief screening interview via phone or video. Selected candidates will then be invited to an in-person interview.

A final offer of employment will be contingent upon reference checks, ability to pass state and federal background checks, ability to be placed on company vehicle insurance plan, and a TB test. As a re-entry program, we encourage and will consider for employment qualified applicants with arrest and conviction records.

We appreciate your time and interest in contributing your talents to the Civicorps' mission! We wish we could respond personally to all applicants, but only those chosen to interview will be contacted.