

ALCS YCC Crew Leader Job Description

May 2018

Position Description

The Crew Leader position oversees crew members in performing work tasks. This summer the work will take place from May 29-June 15. Crew Leaders fall under Crew Supervisors and the Internship Coordinator. Crew Leaders are responsible for the work performed by the crew members, and for the work culture at the worksite. Specific duties are listed below.

YCC Crew Leaders are responsible for:

- Orientation and training of crew members
- Supervision of crew members
- Informing crew of work to be accomplished
- Accurately communicating the consequences (strike or firing) for not following the basic rules listed:
 - Wearing appropriate clothing
 - Bringing adequate food and water
 - Calling if going to be late
 - Calling if going to miss work
 - No use of phones, IPODs, or other technology except during breaks
 - No talking about drugs, or drug and alcohol use while on the work site
 - Showing respect for EVERYONE on the crew
- Evaluation of crew members' performance
- Communication liaison between Internship Coordinator and crew members

YCC Crew Leaders are responsible for:

- Recordkeeping
 - Having crew members sign in and out on time sheets
 - Checking time sheets for accuracy
 - filling out the "YCC Weekly Project Site Summary" on Friday
- Assign strikes and/or fire crew members when they do not follow the basic rules (listed above)

Primary Objectives

Safety of crew members
Development of good work ethic
Learning new skills
Development of team work

Minimum Requirement

Must be at least 18 years of age and under 26 years of age
Must have a social security card
Must have a driver's license
Must not have a history of criminal or other antisocial behavior that might jeopardize the safety of others
Must not have worked for any YCC program for more than 104 weeks in the past