Job Description

EcoCorps Crew Leader

Summary
Supervise and work with a diverse array of crew members to complete green collar work projects throughout Northwest Michigan. The leaders will be responsible for creating a valuable experience for the EcoCorps crew members facilitating environmental education, life skills, transferable work skills, and safe, positive work environment. Crew Leaders will be responsible for performing quality work deliverables, in a timely fashion on diverse project sites.

Essential Duties
- Supervise and work along-side crew members in the field on a daily basis
- Train and motivate a crew of three to five to efficiently and safely complete specific green collar projects
- Support additional training in both hard and soft skills to assist with workforce development and crew training
- Ensure the completion and accuracy of documentation including timesheets, daily and weekly reports, evaluations, and other documents and forms as required
- Build nurturing connections with EcoCorps members, clients, partners and community members

Other Responsibilities
- Conduct daily safety and work reviews
- Direct crew in daily activities on site in collaboration with Program Director and clients/partners
- Other duties as assigned

Qualifications
- Minimum two years’ experience working as a trainer, or demonstrated ability to lead a crew
- Ability to tactfully give direction and performance feedback
- Conservation, construction or landscaping experience
- Ability to lead a crew and carry out projects to completion with very little oversight
- Ability to demonstrate and model excellent work ethic
- Excellent organizational and risk management skills
- Ability to demonstrate creativity, patience and good humor while working with crew
- Clean driving record required
- Mechanically inclined, and able to practice normal preventative maintenance on SEEDS vehicle and tools
Ability to:
  o Hike up to 10 miles
  o Regularly lift up to 30 lbs, and occasionally lift up to 50 lbs
  o Operate power equipment, including construction and landscape

Familiar with and can model safe use of hand tools

Able to use hands and body to operate tools and controls, as well as reach, pinch and grasp items with hands and arms

Able to climb, balance, stoop, kneel, crouch or crawl, reach up, or bend/lean down

Able to frequently walk, sit, talk, and listen

Must have close vision and ability to focus

Must speak, understand, read and write English

Familiarity and ability to use software such as: Microsoft Word, Google Docs, Google Sheets, Google Calendar, and internet applications

Other Requirements

  ● Awareness of ecological principles and carbon drawdown strategies and willingness to know more
  ● Experience working in experiential education and with youth and/or “at-risk” populations strongly preferred
  ● Passion for working with diverse skill levels
  ● Passion for the environment
  ● Excellent communication and relationship skills
  ● Strong work ethic
  ● Self-motivated/independent worker
  ● Available for overnight travel, when required
  ● Must be able to pass state criminal background and sex offender checks

*This is a temporary Fulltime position working 35-40 hours per week*

While this position description describes the general nature and level of work being performed by people assigned to this position, it is not an exhaustive list of all responsibilities, duties and skills required. All positions at SEEDS EcoCorps may require duties outside of normal responsibilities, as needed.