



Founded in 1982, Conservation Corps North Bay's Mission is to develop youth and conserve natural resources for a strong, sustainable community.

We achieve our mission by:

- Providing a diverse group of youth and young adults with opportunities to transform their lives through education, employability, civic engagement, and leadership.*
- Caring for our environment by conserving and restoring natural resources, and by improving recreational areas.*
- Creating the environmental leaders of the future by teaching environmental ethics and behaviors to children, teens and adults.*
- Making communities safer by reducing hazards and by responding to public emergencies and disasters.*

JOB DESCRIPTION

Title:	Community Recycling Assistant Crew Supervisor
Department:	Community Recycling Program
Reports to:	Community Recycling Crew Supervisor
FLSA Status:	Hourly, Non- Exempt from Wage and Hour Laws
Work Schedule:	Monday- Friday 7:00 a.m.-3:30 p.m., plus scheduled weekend days during the year
Directly Supervises:	1-12 Community Recycling Crew Corpsmembers
Accountability Indices:	Satisfactory completion of responsibilities

SUMMARY

Conservation Corps North Bay operates an extensive recycling collection program that is vital to agencies that manage Marin and Sonoma county parks, businesses and schools. Over 300,000 pounds of beverage containers and paper is collected each year from over 844 collection points around the North Bay. CCNB's corpsmembers also conduct outreach and education to thousands of students, businesses, and community volunteers about recycling and environmental stewardship.

The Community Recycling Crew (CRC) Assistant Crew Supervisor is responsible for completing all daily tasks associated with recycle collections and education. Duties include driving set routes, collecting recycling at events, and supervising outreach and education crews throughout the North Bay. Assistant Crew Supervisors supervise corpsmembers when on route; collect and sort recycled materials; clean, build, and repair bins; inspect recycling sites, vehicles and other equipment; collect route and recycle bin information; and report route problems to the CRC Supervisor. The CRC Assistant Crew Supervisors help develop corpsmembers to ensure they exhibit professional behavior

and conduct safe work practices, documenting and reporting behavior issues to the CRC Supervisor. This position may supervise up to twelve corpsmembers at large events where recycling collection services or community outreach is being provided by CCNB. S/he will also supervise corpsmembers in projects related to the collection or community outreach of e-waste, tires, and oil in Marin and/or Sonoma County. **Some of these events will require the Assistant Crew Supervisors to work weekend days.** The Assistant Crew Supervisors reports to the CRC Supervisor.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Project Management

- Efficiently and safely drive assigned routes, empty recycling bins, sort recyclable materials, and track field data and problems.
- Supervise and train corpsmembers on all aspects of the recycling program.
- Ensure safety procedures are followed on routes and during other projects.
- Report all incidents of behavior and safety concerns to CRC Supervisor.
- Lead recycling bin set-up, collection and breakdown at weekend special events.
- Construct new recycling bins; perform routine and special maintenance using hand power tools as needed.
- Provide a safe and positive working environment for corpsmembers.
- Represent CCNB professionally with sponsors and during all projects.

Coordination

- Complete vehicle safety and site operation inspection paperwork at the start of each day.
- Complete route data collection for every route and special event.
- Look up, perform and log route maintenance on a daily basis.
- Label and place totes from routes properly upon return to facilities.
- Conduct outreach in the community and tracking of new recycling bin locations.
- Conduct education and outreach in the community regarding e-waste, tires, and oil.
- Participate in weekly meetings with Supervisor to plan and strategize for recycling program.
- Provide corpsmember development and help keep corpsmembers aligned with CCNB's policies.

Other duties may be assigned.

REQUIRED QUALIFICATIONS

- High School Diploma or GED and two years of comparable work experience.
- Evidence of progressive responsibility and working independently in previous job positions.
- Proficiency in MS Office.
- Strong oral, written, and interpersonal communication skills.
- Strong time management skills.
- High attention to detail.
- Demonstrated ability to be reliable and punctual.
- First Aid/CPR certification within 2 months of hire.
- Class B, California Driver License with passenger endorsement within 2 months of hire.
- Class C, California Driver License with one point or less on DMV record.
- Flexibility to limit vacation time during program's busy period (May 1st - October 31st).

PREFERRED QUALIFICATIONS

- Experience with a job training/educational program similar to the Recycling Program, or knowledge of Conservation Corps.

- Experience supervising or leading young adults from diverse backgrounds and educational levels.
- Experience safely driving large vehicles.
- Experience using hand and power tools.
- Spanish language skills.

PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk; use hands to operate objects, tools, or controls. Also, the employee will lift up to 50 lbs, pull up to 150 lbs, reach with hands and arms, and perform simple grasping and fine manipulation. Other situations include sitting at a desk using a computer and in meetings; driving or riding in a flat bed truck for long periods of time; exiting and entering the truck frequently to collect recycling material; intermittently twist to reach equipment surrounding desk and climbing ladder to flat bed truck.

COMPENSATION AND BENEFITS

The Community Recycling Crew Staff Driver position is an hourly, non-exempt position which is eligible for a full benefits package; (Medical, Dental, Vision, Chiropractic/Acupuncture, 401(K) retirement; and vacation, holiday and sick pay.

Salary for this position starts at \$15 per hour.

TO APPLY

Please submit your Cover Letter and Resume to recruiter@conservationcorpsnorthbay.org. Please include Assistant Crew Supervisor in the subject line. You can also fax your application to (415) 454-4595 Attn: Recruiter.

Conservation Corps North Bay is an Equal Opportunity Employer