



# CREW LEADER POSITION DESCRIPTION

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A City of Philadelphia AmeriCorps initiative

## **About PowerCorpsPHL**

PowerCorpsPHL is a City of Philadelphia AmeriCorps initiative, operated in partnership with EducationWorks. Working closely with Philadelphia Parks & Recreation, the Philadelphia Water Department, and partners in the public and private sector, PowerCorpsPHL builds opportunities for young people to create promising futures by tackling pressing environmental challenges and developing the skills required to secure meaningful work.

PowerCorpsPHL enrolls disconnected young adults and returning citizens in full-time AmeriCorps service as the strategy to provide career-connected education and paid, work experiences that support Philadelphia's environmental stewardship, youth violence prevention, and workforce development priorities.

## **Position Overview**

The PowerCorpsPHL Crew Leader is responsible for the daily leadership, direction, support and supervision of approximately ten AmeriCorps members. The Crew Leader serve as a supervisor, motivator, leader, guide, role model, and mentor to the AmeriCorps members and is responsible for the crew's overall service performance and safety. The Crew Leader is the primary point of contact for AmeriCorps members on their crew and reports to the Assistant Director for Programming.

## **Essential Functions**

The Crew Leader will:

- Provide leadership and supervision to corps members, including:
  - Treating members fairly, and with a unified approach, aligning leadership and management with PowerCorpsPHL objectives and expectations of staff.
  - Leading crew activities, discussions and reflections that create and maintain crew and program values, respectful interactions, and teamwork.
  - Empowering corps members throughout their term; supporting social and emotional growth and workforce development through formal and informal learning.
  - Holding corps members accountable to the expectations outlined in the Member Handbook.
  - Supporting corps member completion by communicating benchmarks and off-site service opportunities to corps members.
  - Conducting performance reviews of AmeriCorps members.
  - Collaborating with Supportive Services staff to address barriers to service completion, including physical, social and emotional well-being.
  - Collaborating with Workforce Development staff to support corps member's post-service and workforce development plans.
  
- Provide on-site project management and safety compliance, including:

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[powercorpsphl.org](http://powercorpsphl.org)

- Coordinating and collaborating with the Project Management Team to execute daily and/or weekly projects and work orders; including tool, equipment and material management and inventories and van usage.
  - Assigning, reviewing, and monitoring on-site schedules, tasks and responsibilities for corps members; serving alongside corps members as a model and active leader; starting and ending service on time.
  - Creating and maintaining a safe service and project environment; consistently monitoring all aspects of corps member safety including identification and removal of hazards, the mandatory use of personal protective equipment and recommendations for additional training; providing hands-on guidance as needed.
  - Knowing and enforcing all state laws (e.g. wearing seat belts), OSHA and program safety rules.
  - Reporting problems, schedule changes and other issues to the Project Manager and/or Assistant Director of Programming and the appropriate City agency personnel.
  - Initiating communication for all service injuries and accidents as required by law; completing required paperwork in accordance with the worker's compensation process.
- Provide administrative support, including:
    - Coordinating and collaborating with the Data Team to execute the administrative requirements to maintain compliance in managing all AmeriCorps members terms of service.
    - Ensuring timesheets are completed accurately and timely; monitoring benchmarks.
    - Assisting in completion and submission of AmeriCorps paperwork (enrollment, exit, evaluation, etc.)
    - Participating in the AmeriCorps member selection process.
    - Identifying corps member training needs and participating in and leading training sessions.
    - Sharing project highlights and photos with appropriate PowerCorpsPHL staff and City agencies and for inclusion in press releases, news articles and/or videos.
    - Attending program, staff, and community meetings and outreach events as required.
    - Responding to inquiries from staff, City agencies, and the public in a timely and courteous manner.
    - Performing other duties and responsibilities as required.

### **Education, Experience & Skills Required**

- Bachelor's degree in human services, social work, education, environmental science or related field.
- Experience with vocational education and/or youth workforce development preferred.
- Meaningful experience leading and managing youth ages 18-26 who've been involved in the criminal justice system and/or experience challenges consistent with opportunity youth.
- Ability to motivate and guide disconnected and disengaged youth and diffuse conflicts.
- Knowledge of sustainability, landscaping, horticulture, and/or stormwater management principles
- Strong work ethic and ability and desire to work outdoors in challenging conditions.
  - Working in extremes of heat, cold or rain.
  - Heavy lifting, bending and carrying up to 50 lbs.
- Experience with service-learning, AmeriCorps programming, and member management preferred.
- Excellent interpersonal, presentation, and organizational skills.
- Ability to adapt plans and be flexible on short notice and take initiative to problem-solve.

- First AID/CPR Certification preferred.
- Driver’s license, insurance and ability to drive a passenger van required.

**Core Competencies**

**Caring Relationships**

- Motivate and lead program staff to work collaboratively perform with excellence
- Establish and foster, with diverse partners, positive relationships and open, informative and effective communication
- Demonstrate high level of enthusiasm for and ability to convey the PowerCorpsPHL mission to internal and external stakeholders in a clear and compelling manner
- Exercise sound judgment

**Professionalism and Professional Development**

- Self direct and assume full ownership over responsibilities
- Set clear direction and accountability for staff while offering opportunities to share resources, obtain professional development and advancement to reach goals and objectives
- Provide clear communication and high level of organization to all staff; including sound written and oral communication skills
- Present strong problem solving processes
- Commit to professional development to advance skill growth of serving urban youth

**Cultural Competence and Inclusion**

- Promote inclusive behaviors and practices and equity among staff; setting high standard for open dialogue and problem solving

**Adolescent Development and Empowerment**

- Commit to the advancement of urban youth; including staff development

**Program Management**

- Evaluate program effectiveness and build capacity to develop systems and align resources to optimize success
- Develop relationships and plans to advance the goals of the PowerCorpsPHL program

**Please submit a resume and cover letter to [PowerCorpsPHL@educationworks.org](mailto:PowerCorpsPHL@educationworks.org) with the subject line as “Position Title\_Last Name” (ex. Crew Leader\_Smith).**

