

<b>Job Title</b>	Clean and Green Supervisor
<b>Employer/ Agency</b>	Conservation Corps Houston
<b>Job Description</b>	<p>The Clean &amp; Green Program is an environmental and criminal justice initiative of the Harris County District Attorney’s Office in partnership with the Texas Conservation Corps at American YouthWorks. The program was designed to divert non-violent first offenders around the justice system and into community service opportunities providing a restorative alternative to traditional prosecution, which benefits offenders and the community.</p> <p><b>POSITION PURPOSE:</b> The Clean &amp; Green Program Crew Supervisor is responsible for the planning and implementation of conservation service projects and the direct supervision of program members, leading them in the day-to-day field work, and implementing and maintaining a safe, quality, highly effective operational programming in the office and in the field, as this position represents American YouthWorks’ Conservation Corps program at local and regional meetings and events.</p> <p><b>ESSENTIAL FUNCTIONS AND BASIC DUTIES:</b> <i>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and basic tasks.</i></p> <p><i>Under limited supervision from the Conservation Program Manager, the Crew Supervisor will perform the following functions:</i></p> <ol style="list-style-type: none"> <li>1. Develop, support, and improve day to day operations by: <ol style="list-style-type: none"> <li>a. Maintaining communication via email, teleconference, or in-person with the Clean &amp; Green Program Coordinator and other staff as necessary;</li> <li>b. Ensuring that all program activities are in compliance with program contracts through appropriate project tracking and program documentation;</li> <li>c. Supervising and leading new crews of program participants in conservation and restoration fieldwork for 5 to 6 hours per day (program days and hours vary);</li> <li>d. Ensuring program participant success and growth through any necessary case management, counseling, and skills training services;</li> <li>e. Transporting Clean &amp; Green Program participants in agency vehicles, including work trucks, passenger vans, and occasional operation of a pontoon boat on inland, coastal waterways</li> <li>f. Creating and delivering educational activities and lesson plans for Clean &amp; Green participants related to various types of project work;</li> <li>g. Corresponding with Clean &amp; Green Program project partners to schedule weekly project work;</li> <li>h. Communicating with project partners to ensure that question/concerns are promptly addressed and project development is on schedule via teleconference or in person, which may include travel;</li> <li>i. Assisting the Clean &amp; Green Program Coordinator with financial operations as needed*</li> <li>j. Assisting the Clean &amp; Green Program Coordinator with program-related paperwork, filing, and reporting as needed;</li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>k. Ensuring all projects are successful and completed within the specified timeline;</li> <li>l. Purchasing supplies needed for project work and program development;</li> <li>m. Completing paperwork associated with administrative duties to meet deadlines.</li> </ul> <ol style="list-style-type: none"> <li>2. Support and assist the Clean &amp; Green Program Coordinator in leading and training program participants in the following areas: <ul style="list-style-type: none"> <li>a. Personal and professional growth and development;</li> <li>b. Safety standards and risk management concerns;</li> <li>c. Environmental conservation and restoration projects as needed by project partners.</li> </ul> </li> <li>3. Develop, support, and improve program participation by: <ul style="list-style-type: none"> <li>a. Ensuring all rules, regulations, policies, procedures, and safety standards are followed;</li> <li>b. Developing and/or maintaining community partnerships with organizations that engage potential program participants;</li> <li>c. Working with Conservation Corps staff to plan and implement field projects;</li> </ul> </li> <li>4. Receive, manage and record participant fees.</li> <li>5. Attend relevant conferences and training in the areas of conservation, restoration, case management, and counseling.</li> </ol>
<b>Qualifications</b>	<p><i>Preferred</i> CPR / First Aid / WFR Certification.</p> <p><i>Minimum Required</i></p> <p><b>EDUCATION / CERTIFICATION:</b> High school diploma or equivalent;</p> <p><b>EXPERIENCE:</b> Two or more years leading public service projects and experience working with diverse populations. Clean driving record and the ability to operate passenger vans.</p> <p><b>KNOWLEDGE/SKILLS/ABILITIES:</b></p> <p><b>KNOWLEDGE:</b> General knowledge of conservation and restoration practices, mechanical and basic tool knowledge, a basic understanding of case management practices</p> <p><b>SKILLS:</b> Lead program participants in public service projects and develop leadership traits, good problem solving and logistical skills, flexibility under pressure, mediation and conflict resolution, basic computer skills, driving passenger vans, trucks, and trailers, project coordination, project partner relations, operate in diverse community settings, able to provide mentorship under stressful conditions.</p> <p><b>ABILITIES:</b> Attention to detail and accuracy; well-organized; cooperative, patient and willing to assist others; open and honest personality; flexible under pressure; good decision maker; able to build consensus; flexible problem-solving in the field; present a positive role model for program participants that supports respect for the learner, for diversity, and for the mission of AYW; Must be willing to follow and enforce all AYW policies, maintain professional boundaries, and appropriately represent Texas Conservation Corps and AYW.</p>
<b>Salary/Hours</b>	Full-Time, Temporary



<b>Employer/Agency</b>	Conservation Corps Houston
<b>City, State, Zip</b>	Houston, TX
<b>Application Method</b>	For more information and to apply: <a href="https://americanyouthworks.bamboohr.com/jobs/view.php?id=44&amp;source=bamboohr">https://americanyouthworks.bamboohr.com/jobs/view.php?id=44&amp;source=bamboohr</a>
<b>Opening Date</b>	Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.