

TEAM LEADER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for the day to day management of a team of 12-15 participants while they complete various assignments related to the twin missions of the Youth Programs – youth and workforce services. The Team Leader acts as construction project manager, educator, mentor, disciplinarian and counselor, and works closely with the YouthBuild Coordinator and development staff to insure that each member of their team is taking full advantage of the full array of services offered within the Youth Programs. The incumbent fosters a positive work ethic and also encourages participants to develop a strong sense of personal responsibility for their actions and behaviors. The Team Leader must demonstrate sound judgment and strong character at all times. The Team Leader reports directly to the YouthBuild Coordinator.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises a team of participants in a highly structured environment that provides community service, education and training, life skills and ongoing counseling;
- Maintains discipline, enforcing the policies and procedures as outlined in the Participant Handbook;
- Sets a strong example through their own active participation in education where and when appropriate;
- Works closely with YouthBuild Coordinator to identify work projects related to team specialty;
- Develops and provides an education component in conjunction with Youth Programs and insures that work is appropriate to skill level of participants;
- Responsible for timely completion of individual work projects, insuring safe work procedures and providing diplomatic resolution of project related problems;
- Develops monthly work schedule;
- Works closely with work project sponsor to facilitate a productive and effective relationship with the Youth Programs, including any necessary follow-up once work is completed;
- Assists senior staff with the development and delivery of program activities that enhance participant development, including, but not limited to, the weekly skills curriculum, service learning opportunities, field trips, team discussions and special presentations;
- Plays an active hands-on role in Youth Program-wide camp experiences, which embraces a series of challenging physical, social and communication related activities, in both a field and classroom setting, when applicable;
- Assists individual participants and senior staff in the development of an Individual Service Strategy (ISS) Plan during the pledge period. The ISS is a “living” document, formally reviewed each trimester break and also amended, as necessary, through ongoing active case conferencing;
- Meets with the Youth Program Facilitator on a regular basis (usually during participant education) – these sessions may involve Case Managers and Social Work interns assigned to the Youth Programs and other program staff, as needed;
- May choose to involve participants in maintaining daily attendance and punctuality records;
- Fills out daily Work Log;
- Prepares written reports of work projects, monthly participant evaluations, site safety reports, incident reports, written warnings, suspension and separation notices;

- Upon completion of a project, assists the YouthBuild Coordinator with the preparation of a Project Report, to include narrative, photo documentation and participant testimonials;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of construction principles and fundamentals, project development and management;
- Good knowledge of participant development;
- Ability to work with young adults;
- Ability to exercise good judgement and to maintain confidentiality;
- Ability to work with diverse teams for cooperative development in the management and operation of a project at various stages of involvement and completion;
- Ability to understand and follow detailed oral and written instructions;
- Ability to prepare special periodic reports;
- Ability to operate a 15-passenger van;
- Ability to teach basic plumbing, electrical and carpentry skills;
- Ability to teach proper use of all power and manual tools, safety and maintenance;
- Strong belief in the capacity of young people to serve themselves and to work as a team player in a high energy environment;
- Strong customer service skills;
- Positive mental attitude;
- Courteous;
- Innovative;
- Good knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two (2) years of *full-time, paid experience relating to one of the four youth program areas (human services, construction, conservation and agriculture).

* 3-4 credits hours of internship (construction related) = 2 months experience

*12 credit hours (construction related) = 6 months experience

SPECIAL REQUIREMENTS:

- (1) A valid NYS Driver's License is required at the time of appointment and for the duration of employment.
- (2) Current OSHA and NCCER certifications

NOTE: This is a Federally-funded position subject to a background check prior to an offer of employment.

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