# Position Announcement

**Position:** **Summer Crew Leader.** The **Summer Crew Leader** Position is a seasonal (temporary), Full-time (40 hours per week), non-exempt position and is subject to the provisions of the Fair Labor Standards Act. Start date: On or around **Monday, June 20, 2022 – Friday, August 26, 2022** (Note: There can be some flexibility if there is a need to return to college, etc. before August 26, 2022)

**Reports to:** Coordinator, Northern Broome CARES

**General Duties and Responsibilities:** Responsible for supervising a crew of AmeriCorps National Service Members to conduct home/grounds maintenance and light repair services to the homes and properties of older homeowners living in Whitney Point and Northern Broome County, N.Y.

**Specific Responsibilities:** The responsibilities of the Summer Crew Leader include, but are not limited to, the following:

1. Facilitate the orientation and training of AmeriCorps Summer Crew Members (Crew Members), including initial and periodic safety training, training on falls prevention and aging and, training on the use of hand and power tools used for the home/grounds improvement service. Training will be provided by partner organizations and when appropriate, directly by the Summer Crew Leader.
2. Supervise and support the service of Crew Members, including review and approval of bi-weekly time sheets, working alongside Crew Members to train and model safe, effective and efficient home/grounds improvement and repair tasks and, ensuring that crew members utilize all necessary safety equipment (safety glasses, gloves, ear protection, etc.) and are following other safe work practices.
3. Drive the Rural Health Network Van to transport Crew Members to the work site if they require transportation and to transport tools and supplies to the work site.
4. Support Crew Member research and planning of post AmeriCorps Service education, training and/or employment. If Crew Members need assistance with applications to education, training or employment opportunities, the Summer Crew Leader will provide assistance or identify another way to assist the Crew Member
5. Work with the Coordinator, Northern Broome CARES to schedule homeowners for the Summer Crew Services over the nine week service period.
6. Conduct a pre-service site visit at each home to determine and document the scope of work, develop a materials list, tools list and projection of service hours required to complete the work.
7. Procure all tools, materials and supplies necessary to operate the summer crew. There will be a need to procure both an initial inventory of home improvement supplies and project (home) supplies that are needed to complete specific projects (homes).
8. Serve as the primary point of contact for homeowners being served by the summer crew. Review the scope of work with the homeowner, determine if there are sensitivities related to work performance (e.g., protection of plantings, interaction with pets, property line issues, etc.) that need to be considered. Check in with homeowner throughout the project to keep them informed and to receive feedback on the service being performed.
9. Have each homeowner complete a customer satisfaction survey and sign off on a close out document that describes the work performed, the dates the work was performed and any additional information that is helpful in summarizing the work performed. Each close out record will include before and after photos of the work performed.
10. Actively communicate and coordinate with the Coordinator of Northern Broome CARES on home improvement services being provided to their client homeowners. Alert the Coordinator of Northern Broome CARES to any health or safety issues observed or suspected while conducting preliminary inspections and/or the home improvement service.
11. Serve as a member of the RHNSCNY staff team and seek ways to continuously improve and support the work the RHNSCNY. Seek and initiate tangible, effective ways to integrate and apply all RHNSCNY services to provide the maximum benefit to those served.

**Minimum Qualifications**: Supervision, teaching or coaching experience. Home improvement, landscaping, construction, farming or related experience. Associates or Bachelor’s Degree preferred. Valid N.Y.S. Driver’s License and use of private vehicle for work related purposes.

**How to apply:** <https://form.jotform.com/RHNSCNY/rural-health-network-application-> Applications received until **Wednesday, May 27, 2022** or until position is filled.