

# Bridging The Gap

## Position Description

<b>Job title</b>	<i>Green Stewards Crew Leader</i>
<b>Reports to</b>	<i>Green Stewards Program Manager</i>
<b>FLSA</b>	<i>Non-Exempt</i>

### **Job purpose**

The Green Stewards Crew Leader is responsible for the daily leadership, training, direction, safety, and support of the Green Stewards workforce development participants. The Crew Leader is also responsible for meeting contract requirements such as excellent work performance, promoting positive public interactions and collecting required data.

### **Job Responsibilities:**

#### ***Leadership***

- Provide input in the initial and ongoing development of the Green Stewards program
- Assign, review and monitor on-site tasks and responsibilities for Green Stewards, working alongside crew members as a model, trainer and active leader
- Set clear direction and accountability in collaboration with the Program Manager for the crew and ensure sites are maintained to meet or exceed KCMO Smart Sewer program standards
- Provide frequent feedback and support to Green Steward team members
- Collaborate with the Program Manager to address barriers to completing successful work days or training sessions
- Promote inclusive behaviors and equity among crew with a high priority for open dialogue and problem solving
- Ensure timesheets are completed accurately and timely
- Attend program, staff and community meetings as required

#### ***Training and Professional Development***

- Take NGICP (National Green Infrastructure Certification Program) Training and attain certification
- Lead crew training, activities, discussions and reflections that create and maintain program values, respectful interactions and teamwork.
- Collaborate with the Program Manager to create and support participants ongoing training needs and workforce development plans.
- Identify other potential training opportunities for professional development with green infrastructure and crew leadership

#### ***Coordination and Logistics***

- Coordinate workday logistics, delivery of materials, appropriate tools and litter disposal

#### ***Safety and Compliance***

- Know and enforce all state laws (i.e. wearing seat belts), OSHA and program safety rules.
- Report problems, injuries and accidents, schedule changes, and other issues to Program Manager
- Oversee maintenance of equipment

#### ***Data Collection***

- Evaluate, score and collect data at each work site using an I-pad. Report any green infrastructure performance issues

### **Public Awareness**

- Interact with the public, providing information, responding respectfully and accurately to questions and comments and passing appropriate requests and concerns back to the Program Manager

Other job-related duties as requested and subject to reasonable accommodation.

### **Qualifications**

- Bachelor's degree in human services, social work, education, horticulture, or other related field or equivalent experience.
- 3-5 years relatable experience in leading and/or training a crew
- Knowledge of sustainability, landscaping, horticulture, and/or stormwater management principles a plus
- Demonstrated leadership ability to motivate and encourage people
- Strong work ethic – ability to lead by example and maintain a good attendance record
- Ability and desire to work outdoors – sometimes in inclement weather
- Strong problem solving and creative resolution skills
- Ability to create team cohesiveness and pride in work product
- Commitment to diversity, inclusion and equity in the workplace; valuing all perspectives and encouraging contributions by all team members
- Highly effective in communicating tasks to be performed and expectations. Serves as a coach – providing guidance to team members to improve and advance their knowledge, skills and abilities; able to inspire team members and hold them accountable for results
- Driver's license, clean driving record and ability to drive a passenger van required
- All candidates will be subject to a background check within compliance with applicable local, state and federal laws

### **Working Conditions and Physical requirements**

*Major physical activity frequently used in this position include:*

- Stooping, Kneeling, Crouching: Constantly moves and positions self to do work,
- Standing: Remaining upright on the feet, particularly for sustained periods of time.
- Walking: Must be able to frequently move and traverse about on foot to accomplish tasks.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.

*Physical requirements of this position include:*

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

*Constantly works in outdoor environmental conditions with no effective protection from weather including:*

- Subject to extreme cold: Temperatures typically below 32 degrees for periods of more than one hour.
- Subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
- May include other environmental conditions such as rain, wind, and humidity

*The person in this position frequently communicates, converses and/or conveys data and direction with team members. Must be able express oneself and exchange accurate information.*

*Must be able to detect, recognize, inspect, observe, and/or assess green infrastructure and landscape conditions.*

**Positions Supervised**

Green Stewards field crew of 5-7 people.

**Salary & Benefits**

Benefits include 90% of health, dental and vision insurance, 100% disability and life insurance, 2 weeks of paid vacation, paid holiday between Christmas and New Year's Day, supportive team atmosphere and a dog-friendly office.

Pay range is \$39,000 - \$48,000

Bridging The Gap is an equal opportunity employer and understands the value of having a team with a diversity of experiences and perspectives to optimize our potential for compassion, collaboration, creativity and excellence in service. BTG encourages people from all backgrounds to apply.

To apply, please send (email preferred) a cover letter and resume outlining your qualifications for the position, including: work background, education, experience, and other skills that may qualify for this position to:

Bridging The Gap  
Attn: Kechia Smith  
1427 W 9<sup>th</sup> St, #201  
Kansas City, MO 64101.  
[Jobs@Bridgingthegap.org](mailto:Jobs@Bridgingthegap.org)