

## Seasonal Community Service Program Position

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<b>JOB TITLE:</b>	Community Service Crew Leader
<b>DEPARTMENT:</b>	Idaho County Court Services
<b>LOCATION:</b>	320 W Main Rm 28 Grangeville ID
<b>STATUS:</b>	TEMPORARY Part-time, no benefits, maximum of 15 hours per week for maximum of 10 weeks.
<b>SALARY:</b>	\$20/hour
<b>REPORTS:</b>	Position reports to the Director of Court Services

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### **BASIC FUNCTIONS:**

The principal function of this position is to supervise and ensure the safety of individuals required to perform community service work and to document work performed. Examples of types of work duties performed include landscaping, renovation and construction projects, natural area restoration, roadside litter pick-up, event set-up and clean-up and parks and facilities maintenance.

### **ESSENTIAL FUNCTIONS:**

- Transport community service workers in a safe manner to worksites in a county owned vehicle.
- Promote positive behavior of community service workers in a group setting.
- Work closely with employees of the Department, follow program guidelines, and all agency policies and procedures.
- Work independently, operate and assume responsibility for maintenance of department tools, equipment, and vehicles used for completing community service work.
- Arrange creative and meaningful service projects within the community.
- Ensure assigned work is completed in a timely manner.
- Assist in determining needs, including the type of work to be performed, number of workers needed, and tools/materials needed for projects.
- Document supply and equipment usage records, attendance, disciplinary actions, and performance of workers.
- Collaborate with various agencies on work sites and solicit projects from governmental and non-profit agencies for work to be performed.
- Performs other duties as required.

### **REQUIRED ABILITIES:**

- Must have general knowledge of various work tasks, such as cleaning, landscaping, gardening and various other tasks with knowledge of safely operating tools such as shovels, rakes, painting and cleaning supplies.
- Perform all work duties and makes sound and reasonable decisions in accordance with laws, ordinances, rules and regulations and policies and procedures.
- Maintain confidentiality in managing sensitive legal issues and cases.
- Work independently without a high degree of supervision, ability to stay on task with frequent interruptions or distractions, adjust priorities quickly as circumstances change, and perform a wide variety of duties and responsibilities with accuracy and speed.

### **MINIMUM REQUIREMENTS:**

- Must have a valid Idaho Driver's License and the ability to pass a criminal background check.
- Must be at least 21 years of age.