Salt Lake CAP Job Description

**Job Title:** Real Food Rising Crew Leader  
**Department:** Nutrition Department  
**Reports to:** RFR Youth Engagement Specialist  
**FLSA Status:** ?  
**Classification:** Part-time seasonal, 32 hours/week (9 weeks; June 13th-Aug 12th)  
**Pay Grade:** $10.29/hour or VISTA AmeriCorps living stipend and educational award  

Schedule: Mon: 7:30 AM – 5:00 PM, Tues: 8:30 AM – 2:30 PM (Hours vary; dependent on Hunger Relief Organization), Wed/Thurs: 7:30 AM – 3:30 PM

**Summary:** The Crew Leader will work under the direction of the Youth Engagement Specialist. There are 3 Youth Crew Leader positions available for RFR’s Summer Youth Program. Each Crew Leader leads a diverse group of 6-8 teenagers, working together with youth doing field work, providing mentorship and leading workshops and group activities throughout the summer. Work happens on RFR’s 1.25 acre urban farm in Salt Lake, in soup kitchens and food pantries, on farm field trips and workshops. Crew leaders are responsible for the safety and well-being of their crew in all settings. RFR staff will provide a week long training before the program and will mentor Crew Leaders throughout the summer.

**Joint Accountability**

Key Result #1: 90% of clients will receive services to enhance health and well-being.  
Key Result #2: 95% of children will be academically ready for kindergarten.  
Key Result #3: 80% of clients will make gains toward self-sufficiency.  
Key Result #4: 95% of our clients, staff and partners believe our agency is a valuable asset to the community.

**Cultural Beliefs**

1. We are One  
   I collaborate with all departments to achieve our Key Results.  
2. Solution Driven  
   I approach challenges with innovative solutions.  
3. Open Communication  
   I seek and receive honest and timely feedback.  
4. Change is Opportunity  
   I embrace the opportunity for change to achieve our Key Results.  
5. Quality Services  
   I use monitoring as a tool to achieve Key Results.

**Qualifications:**

- Demonstrated organizational skills with the ability to manage multiple projects simultaneously  
- Experience leading and working with youth  
- Team-oriented with a good sense of humor  
- Ability to lead and motivate a group of people  
- Ability to work with a diverse group of people in the community  
- Strong written and verbal communication skills  
- Open to learning and giving/receiving feedback  
- Interest in youth development (specifically teens) and sustainable agriculture  
- Energetic, dependable, organized, timely, genuine and trustworthy

**Skills:**

- Knowledge of Microsoft Office Software  
- Ability to work independently as well as part of a team  
- Willingness and ability to learn and adapt  
- Proficient in English, both verbal and written
• Responsible with attention to detail
• Must accept responsibility for the supervision, training, and evaluation of youth crew workers
• Able to perform physical labor and work outside in varying weather conditions
• Able to uphold high standards set by the community

Education/Training/Experience High School diploma or GED, some college preferred. Foreign language skills and knowledge about sustainable agriculture helpful.

Core Elements/Responsibilities:
• Lead and manage one crew of 6-8 teenagers from diverse backgrounds
• Work alongside youth doing physically demanding field work on our 1.25 acre farm
• Work alongside and supervise youth during work days off the farm, including working at soup kitchens and food pantries, and doing service project farm mobs at local farms.
• Provide mentorship and model expected behavior, providing one: one direction when needed
• Observe youth behavior, track standards violations and prepare weekly “Real Talk” feedback
• Collaborate with Youth Engagement Specialist and Farm Manager to coordinate field work to brainstorm effective teaching/leading strategies, troubleshoot challenges that may arise.

Employment Standards and Requirements:
• Good attendance is required; able to uphold high standards set by the community
• Cooperation and participation when working with others is expected
• Must be accountable and responsible for your work
• Timelines and deadlines must be met
• Must pass background check, drug/alcohol screening, have physical and TB test
• Must follow Salt Lake CAP personnel policies as outlined in the employee handbook
• Handle sensitive situations in a non-judgmental manner
• Must have reliable transportation

This position is required to drive as part of the job duties?

_x_ Yes, this position is required to drive Agency owned vehicle only as part of the job duties, therefore a valid Utah driver’s license must be maintained at all times while employed in this position. The Agency liability insurance carrier will, at new hire and annually, review the driving record of individual to determine acceptability of driver liability coverage.

_x_ Yes, this position is required to drive personal vehicle as part of the job duties, therefore a valid Utah driver’s license and current personal automobile insurance must be maintained at all times while employed in this position. The Agency liability insurance carrier will, at new hire and annually, review the driving record of individual to determine acceptability of driver liability coverage.

___ No, this position is not required to drive as part of the job duties.

Physical Demands:

This job requires mobility and physical dexterity, and the ability to read, focus, organize, recall and retain information. Must be able to lift up to 50 lbs multiple times throughout the day. Ability to perform physical labor and work outside for long hours in varying weather conditions.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor.
Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an “at-will” employment relationship.

**I have read, understand, and am able to perform the job duties and requirements as described above.**

____________________________________  __________________
Employee Signature                      Date