

Job Title	<i>Team Works Junior Supervisor</i>
Reports To	<i>Team Works Supervisor</i>

Job Purpose

The role of the Junior Supervisor is to assist the Team Works supervisors for the duration of the summer program. The Junior Supervisor will work with the Supervisors during the work day, and with any additional briefing or follow up communications that may be necessary.

Duties and Responsibilities

The Junior Supervisor will be responsible for the following tasks:

- Model core tenants of Team Works during the program.
- Arrive to work on-time or early.
- Assist Supervisors to maintain a safe and positive work environment.
- Work with supervisor to complete daily log and all associated tasks.
- Connect with the Supervisors about site and organize crew every day.
- Initiate some site briefings and project management.
- Be responsible for management of tools and safety equipment.
- Ensure cleanliness of work vehicles.
- Follow all rules and regulations outlined in the work contract.
- Communicate clearly and calmly with supervisors if something is concerning the health (mental and physical) or safety of self or any crew member.
- Complete all HR, feedback, and self evaluation forms on time.
- Maintain appropriate self-care; hydration, food and sunscreen.
- Properly fill out time card at end of each day.
- Enjoy the opportunity and embrace what it has to offer
- Assist in off-site communication with crew members.
- Serve as van co-pilot.

Approved By:	<i>Signature of the person with the authority to approve the job description</i>
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Date Approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>