

Job Title	<i>Team Works Junior Crew Leader</i>
Reports To	<i>Team Works Crew Leaders</i>

Job Purpose

The role of the Junior Crew Leader is to assist and support the TeamWorks Crew Leaders for the duration of the summer program, taking on more responsibility as the season progresses. The Junior Crew Leader will work alongside Crew Leaders, and are responsible for any additional briefing or follow up communications that may be necessary.

Duties and Responsibilities

The Junior Crew Leader will be responsible for the following tasks:

- Model core tenets of TeamWorks during the program
- Arrive to work early to assist Crew Leader with daily vehicle check.
- Be responsible for helping Crew Leader safely navigate to the work site
- Assist Crew Leaders in maintaining a safe and positive work environment for all crew members
- Work with Crew Leaders to complete Jr. Crew Leader Daily Log and all associated tasks.
- Connect with the Crew Leaders about worksite and help to organize crew every day.
- Initiate/Assist with stretch circle, safety briefings and project management.
- Be responsible for daily tool check and management of safety equipment.
- Ensure cleanliness of work vehicles.
- Follow all rules and regulations outlined in the work contract.
- Communicate clearly and calmly with crew leader if there are any threats to 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, and help support Crew Members maintain self care.
- Assist with daily debrief
- Properly fill out time card at end of each day.
- Assist in off-site communication with crew members.