

**Youth UpRising**  
IMMEDIATE JOB OPENING



**Position Title:** YU Works Supervisor

**Reports To:** Director of Social Enterprises

**Status:** 40 hours per week

**Compensation:** Competitive, commensurate with experience. **100% Employer-Paid Medical, Dental, Vision and Life Insurance Premiums.** PTO, 401(k) and Flex Plans also offered.

### **About Youth UpRising**

Our mission is to transform East Oakland into a healthy and economically robust community by developing the leadership of youth and young adults and improving the systems that impact them. Located in the heart of East Oakland, YU is a neighborhood hub offering young people services and programs to increase physical and mental wellbeing, community connection, educational attainment, and career achievement among youth members.

### **YU Works Supervisor - Position Summary**

Youth UpRising seeks a responsible, high-energy YU Works Supervisor to develop leadership and job skills in youth ages 18-24 by engaging them as productive members of on- and/or off-campus work trainees. The successful candidate will have experience and skills in people and project management and will participate in the expansion of YU's Works experience program. The YU Works Supervisor reports to the Social Enterprises Director and is responsible for the leadership and oversight of the YU Works department, site supervisor and YU Works trainees and collaborates with Case Manager(s) and Career Counselor(s) to facilitate job training and leadership development of trainees. This position requires someone whose passion for Youth UpRising's vision is matched with hands-on practical leadership and the ability to motivate others to ensure the effective and successful functioning of the team as a whole.

### **Primary Responsibilities**

- Supervise Crew Lead and Trainees, as necessary to accomplish contract work in a professional and high-quality manner.
- Coordinate schedules and training times for trainee staff; facilitate trainings as needed; model desired behaviors.
- Ensure trainee timesheets are accurate, completed and approved in a timely manner.
- Ensure performance of all trainee-based work projects to completion according to the agreed upon schedule.
- Promote YU Works Department and cultivate new opportunities for contracts.
- Manage department vehicle fleet and ensure necessary equipment is available and in working order. Coordinate repairs as needed, provide input in the ordering process.
- Work with customers and contract documents to ensure familiarity with pertinent contract requirements and issues under their charge.
- Provide instruction and training as necessary and whenever possible to help develop and maintain a work environment that fosters growth and development.

## **Youth UpRising**

### **JOB DESCRIPTION**

- Complete contracted work in the event of shortfall in quantity or quality of work by other subordinates.
- Transport and/or arrange for transport of personnel, tools and equipment to job sites, as necessary to accomplish contract work.
- Maintain vehicle, tools and equipment inventories appropriately to meet operational needs.
- Attend staff meetings and training seminars, and other duties as assigned.
- Collaborate with Case Manager(s) to cultivate effective youth leadership development plans for trainee members. Facilitate strong internal communications between the trainee-based work teams and the Career and Education Department.
- Other duties as needed and assigned.

### **Qualification Requirements**

- EDUCATION - High School Diploma or the equivalent.
- WORK EXPERIENCE - 2 years' experience performing landscape maintenance tasks (planting, turf maintenance, mowing, equipment operation and maintenance) and supervision, development and training others.
- VALID CALIFORNIA DRIVERS LICENSE REQUIRED.
- IMPECCABLE WORK ETHIC including deeply engrained habits of modeling desired job-readiness and performance behaviors.
- AVAILABILITY for occasional evening and weekend work.
- YOUTH LEADERSHIP DEVELOPMENT and/or COMMUNITY TRANSFORMATION EXPERIENCE is a plus.
- BILINGUAL is a plus.
- US MILITARY VETERAN is a plus.

**How to Apply:** Email resume and cover letter to [talent@youthUpRising.org](mailto:talent@youthUpRising.org). Include "YU Works Supervisor – [Your Name]" in the subject line. Applications accepted until position is filled.

*Youth UpRising is an Equal Opportunity Employer. Youth UpRising strives to reflect the diverse community it serves. Applicants who contribute to this diversity are strongly encouraged to apply.*