

## Job Description – Crew Supervisor/Pre-Vocational Instructor

Location: Roca Baltimore

FLSA Classification: Non-Exempt

### THE ORGANIZATION

Roca's mission is to disrupt the cycle of incarceration and poverty by helping young people transform their lives. Roca is humbled by the opportunity to launch and implement the organization's work in the City of Baltimore, serving young men ages 16-24 who are deeply involved in the criminal justice system. For 30 years, Roca has been working in Massachusetts with the deep belief that every young person – no matter how hurt, angry, or left out – matters; and with genuine convictions that every young person belongs and that each of the young people we are privileged to meet can succeed. With these beliefs, we have created a long-term Intervention Model, which helps young people who are at the highest risk of long-term incarceration and violence to build safe, stable, and hopeful lives. Our relentless model is focused on behavior change, helping young people develop critical skills, and using data to improve our work every day.

### THE OPPORTUNITY

We are looking for two dynamic and committed Crew Supervisors to join our team to launch Roca's work in the City of Baltimore. Transitional Employment provides participants the opportunity to work on a real work crew run by a Roca Crew Supervisor, to learn and practice the skills necessary to be successful at work. Young people can engage in transitional employment through either crew-based work or through individual placements. Pre-Vocational trainings offer participants an opportunity to learn technical skills that can help them build competency and earn certificates that may help them in job searches.

When supervising a work crew, the Crew Supervisor is responsible for supporting, coordinating, and supervising transitional employment participants on the work site and managing the site contract work. When supervising an individual placement the Crew Supervisor is responsible for supporting the work of the young person and the work site while coordinating supervision and coaching with an on-site supervisor. The Crew Supervisor's work is to teach soft skills related to employment and provide off site supervision and retention support for young people placed in transitional employment. In their other role as Pre-Vocational Instructor, this person will run training in the form of workshops and classes to engage young people and increase their skills. Vocational training areas include but are not limited to: maintenance, cleaning, painting, basic construction (framing, locks, apartment turn over, etc.), landscaping, OSHA, and Forklift. Please note: if a person has other pre-vocational skills and is still interested, please let us know.

### Responsibilities

- Understand, practice and promote the vision, mission, and values of the organization.
- Outreach and Transformational Relationships
  - Conduct general and targeted outreach to young people to increase participation in transitional employment and programming

- Engage in intentional contacts with participants to help them identify and learn skills to shift negative behavioral cycles
- Communicate with youth workers regarding participant barriers (substance abuse, street, domestic violence, etc.) and skills needed to be job ready
- Transitional Employment
  - Manage day to day operations of work crew and evaluate performance at end of day
  - Provide coordination with on-site supervisor around coaching and work assignments for all individual placements
  - Ensure that all contract deliverables are regularly and consistently met
- Pre-Vocational Programming
  - Engage and teach young people through drop-ins, one-time projects, multiple series advanced trainings and special projects
  - Implement Pre-Vocational Trainings in the following areas: maintenance, painting, custodial, cleaning, landscaping, OSHA, and others as determined
  - Work internally and with employer partners to improve trainings and develop and implement advanced trainings and workshops
- General Responsibilities
  - Track daily participant attendance and maintain and implement all appropriate evaluation tools as instructed
  - Use ETO reports and shared data to inform improvements, attendance, and needs to improve Vocational Programming at Roca

### **Qualifications**

The very nature of Roca's work requires an individual of great commitment and energy to the mission. Roca seeks a highly driven individual who is a good fit both personally and professionally for the culture of Roca. In addition, the ideal candidate for this position will be a trustworthy decision-maker. He/she will have a sense of humor, feel passionate and committed to direct work with high risk youth, and demonstrate interest in coaching and supporting coworkers.

### **Roca expects candidates to have the following skills:**

- BA preferred/Equivalent experience accepted; preferably 2-3 years of direct service work
- Understanding and experience working with high risk, multicultural, and diverse young people;
- Extensive experience in the field of basic construction, painting, and building maintenance
- Experience teaching and managing a classroom and working with small groups
- Attention to detail and ability to complete tasks with excellence and timeliness
- Capacity to think and act intentionally and strategically to help young people change behaviors
- Excellent at organizing, managing and completing multiple complex projects and tasks simultaneously with thoroughness, accuracy, timeliness, and good humor
- Self-motivation, initiative, sound judgment, and commitment to ongoing learning are essential
- Strong attendance, high energy, and ability to motivate others to engage in classes and training
- Ability to break down and explain/teach skills to those with varying skills/education capabilities
- Desire to support high risk young men learning necessary skills to retain long-term employment
- Ability to work as a part of a team

### **Requirements for the position:**

- Travel around the service area
- Computer literacy

- Valid Maryland Driver's License
- Willingness and ability to work outside of normal business hours, and on holidays and/or weekends as needed
- Experience working with diverse cultures
- Strong attendance and high energy