



Job Description	
MWMW Position Title (type in CAPS): Street Sweep Employment PROGRAM – SHIFT LEADER	
Staff Group:	<input type="checkbox"/> Executive Staff <input type="checkbox"/> Program Coordinator <input type="checkbox"/> Operations/General Staff <input type="checkbox"/> Program Director <input checked="" type="checkbox"/> Program Staff <input type="checkbox"/> Administrative Staff <input type="checkbox"/> Retail Manager <input type="checkbox"/> Retail Staff <input type="checkbox"/> _____
Immediate Supervisor: Program Director	
Immediate Subordinates: Laborers – multiple people; 24 hrs/wk Full-time (30+ hrs/wk): Part-time (up to 29 hrs/wk): Work-Study:	
Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	Position Originally Created: March 2020
	Date Last Revised: Sept 2021
Hours Per week: 28 hrs/wk	
General Summary: Supervise personnel and meeting goals of pilot program	
Critical Functions and Responsibilities	
1. Daily supervision of laborers, and working alongside them.	
2. Driving truck and pulling trailer	
3. In coordination with Prog Coord: Handling/troubleshooting staffing issues and work order planning	
4. Collecting data for reports.	
5. Maintain vehicle cleanliness, report maintenance issues. Take vehicle to add gas as needed.	
Additional Functions and Responsibilities	
1.	
2.	

The functions and responsibilities contained in this Position Description are not all inclusive. Other duties and requirements may be assigned at any time.

Requirements/Preferences	
Minimum skills and knowledge required: 1. Leading a team 2. Instruction on-the-job for team members	Skills and knowledge preferred: 1. 2.
Minimum previous experience required: Demonstrates mature attitude and some type of order in life to be trusted with leading team, driving vehicle, being ready to work at assigned times, etc. 1+ year supervisory experience is preferred. Experience empowering marginalized worker or homeless populations is a plus.	Previous experience preferred:
Minimum education required: High school graduate	Education preferred: College graduate
Minimum communication skills required: 1. Word, Excel and other basic computer skills 2. Able to effectively lead staff 3. Able to communicate effectively with customers.	Communication skills preferred: 1. 2.
Special training, certification or licensing required: 1. Valid driver's license	
Behavioral, emotional, mental requirements: 1. Practices healthy boundaries. 2. Able to diffuse and effectively address tense/crisis situations.	
Other requirements: Able to lift up to 50 lbs. Able to pull a trailer preferred. Mature Christian. Attention to detail, as the goal of the program is to beautify areas by removing trash.	

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