

YCC Crew Member's Goals and Objectives

Sweet Home Ranger District

Objectives

Youth Conservation Corps crew members work, learn and earn together by doing natural resource projects. Crew members will:

- Accomplish a variety of needed conservation and restoration work
- Develop an understanding and appreciation for the natural environment and heritage.

Goals

The goal of the program is to offer youth the following:

- Positive work experiences,
- Improve work skills,
- Increase future employability,
- Instill positive work ethics and work readiness skills,
- Inspire personal responsibility and self discipline,
- Relate to peers and leaders in a team setting,
- Prepare for the responsibility of caring for and maintaining the resources

Crew Members Responsibility

Expectations:

- Safety – All employees shall follow safety instructions, wear and care for personal protective equipment (PPE), follow remedies and aid in identifying safety hazardous.
- On-Time – All employees shall be on-time, crews will leave 15 minutes after start time, whether you are there or not.
- Following instructions – Employees are expected to follow instructions given from Crew Leaders and dept. specialist as to safety and correct work procedures.
- Work – Employees shall work to their ability on every project, increasing performance as time goes on.
- Teamwork and cooperation – Employees shall work as teams in cooperation and respect for each member of the crew and the crew leader.
- Be Curious – Ask Questions
- Speak up – say something when things are not working well or something is wrong, unsafe, etc. Then offer a positive suggestion.

Behavior Not Tolerated:

- Alcohol or drugs
- Sexual harassment – Sexual advances made as a condition for favorable treatment, hostile environment created by sexual comments or treatment.
- Discriminating behavior – Treating employees differently because of person's race, color, religion, national origin, gender or sexual preference.
- Not following safety or fire precautionary guidelines (including smoking cigarettes, building are smoke free, and not allow in woods due to fire danger)
- No musical devices or cell phones allowed during work hours. (These can cause distraction and safety hazards). Emergency contacts can be made through the District Office and radio communications.

The behavior listed above will result in employee being sent home until problem is resolved or termination.

Timeline/Work time

- June 17 through August 9th, 2013
- Eight hours per day – four days per week; 32 hours per week
- There will be a short morning briefing in the morning.
- Rest breaks shall be 15 minutes for each 4 hours of work time (preferably after each 2 hours of work)
- Meal breaks shall be 30 minutes no later than 5 hours after reporting to work. Crew members must be fully relieved of work duties during this time. If in hazardous area, PPE must be worn during lunch.
- Crew member shall go to the new employee orientation and first aid courses. (Anyone with a current First Aid training will not need to go again).
- If an employee is sick they shall notify their crew leader prior to or no later than 10 minutes after start work time.
- The employee shall notify the crew leader as soon as possible to at least one day prior to taking a day off.
- If a crew member has plans to miss more than 5 work days throughout the 8 week period, they should not apply.
- If a crew member misses more than one day without notifying their crew leader, they will receive a letter of warning, if they miss a second day without notice they will receive a Letter of Reprimand a third day will lead to termination.
- The accumulation of more than 5 excused days may result in termination.

Safety

Safety comes first and all employees are required to follow all recommend safety procedures and wear all personal protective equipment when required. Employees not following safety requirements that may lead to injury of themselves or other crew members may result in loss of pay or termination.

- Weight lifting or other physical labor – An employee cannot be required to lift any weight which is too great for the individual.
- No Power equipment of any kind used by anyone under 16 years old. Some power equipment may be used for those 16 or older under close supervision.

Personal Equipment

- Boots – **sturdy, lug sole**, lace up, preferable leather and **8” high from heel to top**. Logger style, Steel toes not required or recommended.
- Long sleeve shirts
- Long pants (no baggy pants or skin tight)
- Heavy socks - helps prevent blisters
- Rain Jackets and Pants
- Warm or cooler clothing when weather requires
- Sun screen
- Medications – for insect bites, allergies, Epi pens are a RX item, so each employee will have to purchase their own and inform the crew leader. Crew leader may carry Benadryl, if needed.
- Lunch – daily
- Minimum of 2 full water bottles – daily, Water bottles provided

Government Furnished Equipment

- Eye protection – safety glasses - sun glasses (glasses cases)
- Gloves
- Hard hats

- 2 water bottle and cases
- Personal first aid kits.
- Pack
- Journal – We encourage each employee record their experiences in a Daily Diary; or at least each crew.
- Crew camera to record pictures of work
- Locked cabinet or box for personal gear in crew room
- Emergency whistle

Pay

- Pay checks will be directly deposited into bank accounts. Every two weeks, first should be received on July 9th. Employee's responsibility to check their account to make sure their check arrived and if not, report to crew leader.

Environmental Education

- A minimum of a half day a week is devoted to environmental or resource education.
- For each work project, the dept. specialist will explain how the project relates to the environment or the resources. As well as how to perform the tasks.
- The crew leaders will link the project work with education of their surroundings, such as tree, plant, bird or animal identification, historical, recreational or other knowledge the crew leader has to pass on.
- Each employee will be given a notebook to keep as a journal to document their learning as well as their responses and opinions. Some pictures and journal responses will be used in an YCC recruitment poster, designed and time permitting put together by the employees.
- The employees are encouraged to record information they have learned in journals and take photographs of what has been interesting, fun or challenging to them.

Awards – Prizes may include items such as t-shirts, water bottles, vests, all with YCC or Sweet Home Ranger District logos.

Safety Award – This is an award for the employee who demonstrates a safe work attitude. Crew leaders will select this employee based on the following criteria: The employee is accident free, wears all the Personal Protective Equipment when required, pays attention and gets involved in tailgate safety meetings, performs in a safe manner as directed and assists in pointing out safety hazards.