Acton-Shapleigh

Youth Conservation Corps

Erosion Control Crew

Job Description & Statement of Expectations

The Acton-Shapleigh Youth Conservation Corps (ASYCC) was founded in 2001 to serve the Towns of Acton and Shapleigh. The ASYCC is committed to protecting the waterbodies of Goose Pond, Loon Pond, Mousam Lake, and Square Pond collectively known as the Mousam Lake-Square Pond Watershed. The ASYCC provides education, community outreach, technical assistance, and courtesy boat inspections, in addition to installing conservation projects to improve the water quality in the Mousam Lake-Square Pond Watershed. The ASYCC continues to work to sustain and protect the areas valuable water resources for the enjoyment of the community, the goodness of the environment, and the success of the local economy.

The ASYCC is committed to hiring knowledgeable and dependable employees, while making a presence in the community, providing educational resources, and working together with the towns and property owners to protect the Mousam Lake-Square Pond Watershed. This position, as an Erosion Control Crew Member, is an important part of the success of the ASYCC.

Erosion Control Crew Member Overview:

The Erosion Control Crew Member is an important part of the ASYCC. Below is a description of the position requirements, responsibilities, and the conduct expected from an Erosion Control Crew Member.

Requirements:

- The Erosion Control Crew Member shall live in the surrounding towns; (preference given to full or seasonal residents of Acton and Shapleigh)
- The Erosion Control Crew Member shall have the ability and willingness to preform physical labor and work outside in varied weather conditions.

Work Schedule:

- Monday through Friday, 8am to 3pm, with one 30 minute unpaid break for lunch.
- Hours are scheduled at 30 hours per week (weather dependent), not to exceed 40 hours
- Erosion Control Crew Members shall be paid on an hourly basis at a competitive wage with local employers, higher pay will be given to returning crew members
- Biweekly pay checks will be received by mail or direct deposit (preferred)
- The Erosion Control Crew will meet, and disperse, each workday from the "daily meeting place".
- If the Erosion Control Crew shall be cancelled or delayed, the ECC Director will notify the Erosion Control Crew Leader by 7:30 am that day, at the latest.
- The Erosion Control Crew Member is a temporary position. The Erosion Control Crew season will run from approximately 8 weeks – Mid June to Mid August, depending on when the high school academic year ends.

Responsibilities:

- Erosion Control Crew Member will be part of crew comprised of high school students, working under the day-to-day supervision of the Erosion Control Crew Leader
- Erosion Control Crew Members shall conduct themselves in a hard working and positive manor
- Have the ability and willingness to preform physical labor
- Hand tools will be used for the projects – no one under 21 years of age will be operating power equipment
- Daily activities may include activities such as: planting trees/shrubs/perennials, moving dirt/mulch/crushed stone/"rip-rap" by hand or wheel barrow, assisting with landscape timbers or other routine landscaping activities such as raking, shoveling, etc.
- Erosion Control Crew Members shall be prepared for outdoor work. This includes wearing proper clothing, footwear and sunscreen. Shirts designating you as a crewmember will be provided and must be worn during your workday.

Conduct:

- The ASYCC takes safety very seriously. The Erosion Control Crew Member will be given guidelines for working in a safe manner
- The ASYCC works on private property in the Mousam Lake – Square Pond Watershed. The ASYCC asks that the Erosion Control Crew is respectful of the people and property that retain the ASYCC, and their neighbors
- We do not expect anyone to be an expert when they arrive; the ASYCC has a mission to educate. However, we do expect people to work within their means. This includes following instructions and training, asking for more detail when needed, and also not over working (i.e. lifting more than you should)

- The ASYCC has a Zero Tolerance policy on harassment. This includes sexual harassment, bullying, outlandish behavior, and cursing or abusive language. Please consider yourself an ambassador of the ASYCC.
- The Erosion Control Crew Leader shall and must be directly notified, as soon as possible, of any potential absences, so he or she may attempt to line up a substitute member of the Erosion Control Crew for that day. Given the short duration of the season, it is expected that the frequency of these absences will be rare.

Transportation:

- Erosion Control Crew Members are expected to provide their own means of transportation to and from the "daily meeting place," we ask that you arrive on time. In the case that for some reason the workday should end early, you will be given ample notice in order to provide for transportation home, if necessary.
- During the course of moving from project site to project site, transportation will be provided by the YCC. Drivers of the vehicles will include, but not limited to: the ECC Director, Erosion Control Crew Leader or members of the ECC. Parking limitations at the project sites may limit you from bringing your own vehicle.
- If you use your own vehicle for authorized ASYCC transportation during the workday, you will be subject to the terms and conditions of the "Employee Personal Vehicle Use Policy" – only authorized employees that complete this form will be allowed to drive on ASYCC business and be reimbursed for mileage.
- On occasion you may have an opportunity to accompany the ECC Director or the Erosion Control Crew Leader, in an ASYCC provided vehicle, while they retrieve project materials from area vendors

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