



Crew Supervisor – CoolRoofs

Background:

HOPE has a 35+ year track record of empowering New Yorkers to build sustainable futures through comprehensive training, jobs, advancement and lifelong career support. HOPE is an outcomes-focused organization. Our student-centered approach, employer-driven training, wide range of support services, and commitment to ongoing engagement yield strong results, notably a job placement rate of 75% and retention rates of 92% at 90 days and 81% at one-year. We are focused on expanding our impact and positioning ourselves for growth while continuing to enhance the quality of our services and build upon our successful outcomes.

This is an exciting time at HOPE, as we have recently successfully pivoted our model for remote training and will be building a hybrid approach which combines the best of in-person and remote training. At the same time, we are working with partners and peers in the field to understand the opportunities presented by the post-COVID economy which will drive our clients' success. Finally, we are continuing to build on strong leadership and governance - as evidenced by 2019 finalist status for the Nonprofit Excellence Awards - with an organization-wide DEIA effort, the launch of a new Associate Board, and more.

The Position: NYC CoolRoofs is seeking a creative, team-oriented, Crew Supervisor who will be responsible for providing on-site supervision and conducting building inspections. The Crew Supervisor will report to the Director of Transitional Employment, and will have responsibility for supervising work execution, training, coaching, and holding participants accountable regarding soft skill development, tracking attendance, providing program staff with feedback regarding participants that need additional engagement.

Responsibilities:

- Supervise Crew Coordinator
- In collaboration with the Crew Coordinator, supervise CoolRoofs participants during off-site on the job training activities
- On-board and orient program participants; train participants on the proper procedures to follow for correct cleaning, application of product, and safety; track attendance for all activities
- Ensure each project is completed and properly closed-out to the satisfaction of the building owner and Project Manager, among other duties
- Assist in the delivery of program curriculum, aligning lessons with other components of training,

- and assisting with facilitation and classroom based instruction
- Provide formal training and on-going coaching on soft skills development to ensure participants are positioned for successful permanent employment
- Inspect and evaluate rooftops for inclusion in program based on roof material, condition, safety, ease of access, and availability of resources
- Operate van to deliver tools and materials to work sites, as needed
- Other duties as assigned

Qualifications:

- High School Diploma or equivalent required
- Experience supervising and coaching individuals towards success
- Hands on construction, solar, outdoor education or horticultural experience a plus
- Excellent presentation, facilitation, and conflict resolution skills
- Commitment to sustainable building practices
- Must have basic computer skills. Knowledge Google Suite preferred
- Must have a valid driver's license and be comfortable driving a cargo van in New York City
- Ability to work with and motivate adults of diverse backgrounds and abilities.
- Enthusiastic team player who can collaborate successfully with other members of the CoolRoofs and HOPE team
- Very detail-oriented, well-organized and able to work on multiple activities simultaneously.

Salary/Benefits: Salary is dependent upon experience. HOPE provides a full package of benefits including: healthcare and dental insurance; retirement plan; competitive vacation (plus 1/2 day Fridays during summer which is equal to 7.5 additional vacation days); and 12 paid holidays.

Interested Candidates: Email cover letter, indicating what position you are applying for and where you saw listing, and resume to hr@thehopeprogram.org. Resumes unaccompanied by a cover letter will not be reviewed. No telephone calls, please.

The HOPE Program is an equal opportunity employer.

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