



## EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. We are looking for candidates to join us in our efforts to achieve the vision of our Environmental Services Unit: to build a safe, healthy and beautiful neighborhood. This position is the perfect opportunity to get hands on experience making a difference in a local community. We are looking for a candidate who is passionate about keeping our neighborhoods clean, working hard, and being a part of a team that's transforming Koreatown.

We have been serving our diverse community for more than 40 years, and if you're passionate about using your skills and experiences to support our mission, the environment and our community, we'd like to meet you.

### Clean Streets Specialist (Temporary; Full-time, Non-exempt)

**Unit:** Environmental Services  
**Posting Date:** 1/08/16

**Reports To:** Environmental Services Manager  
**Salary:** \$13.00 - 15.00 hourly DOE

**Positions Available:** 1

**Summary:** Under the direction of the Environmental Services Unit Manager, the Clean Streets Specialist position is a temporary, full-time, hands-on position to manage the day to day operations of KYCC's Clean Streets Program, performing the daily tasks of the program as well as engaging the community in supporting the needs of residents within our service area. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. Reliability and quality of work will be emphasized. This is a temporary, full-time, non-exempt position working 40 hours per week, between the hours of 6:30 am and 3:00 pm, Monday through Sunday. Weekend shifts are required.

#### **Duties / Responsibilities:**

- **Manage daily operations of Clean Streets Program:**
  - Actively identify streets, alleys, and other locations within service area in need of program services;
  - Perform Clean Streets services including removal of all trash, debris, weeds, any other liter in the area, and tree maintenance;
  - Collect data of the work completed by accurately filling out reports and providing photo documentation; and
  - Oversee volunteer labor during shift.
- **Support Environmental Services Programs:**
  - Assist with tree planting, tree maintenance, landscape maintenance, and graffiti removal; and
  - Assist in other Environmental Service Program projects as needed.
- **Community outreach and engagement:**
  - Build relationships with City Council Offices, local businesses, community organizations, residents, and the Office of Community Beautification;
  - Assist community members and organizations in leading community beautification projects that support meeting program goals;
  - Assist in leading volunteer events, and training volunteers;
  - Attend local community meetings to build relationships that will support our Clean Streets program goals; and
  - Provide information to local business owners on Clean Streets Program services.
- **Complete and submit all relevant paperwork and other documentation:**
- **Provide responsible handling of KYCC vehicles:**
- **Attend relevant meetings and trainings; and**
- **Perform other related duties as assigned by the Environmental Services Manager.**



**Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):**

- Ability to effectively manage time and resources to organize and prepare documentation and complete projects;
- Strong commitment to working with a multicultural community;
- Strong interpersonal, organizational, written and communication skills;
- Ability to work collaboratively with others and a willingness to participate fully in the team process;
- Self-directing and the ability to work independently as required;
- Provide negative results from a TB test;
- A valid Class C California Driver License, access to personal automobile, driving record clearance and proof of auto insurance;
- Proof of eligibility to work in the United States; and
- Physical requirements: able to lift 50 lbs, seeing to inspect the field to observe project area, inspect documents, and supervise volunteers; ability to communicate with KYCC staff, clients and public; sitting and standing for extended periods of time; bending, kneeling, and reaching; and dexterity of hands and fingers to operate equipment.

**Desired Qualifications:**

- A High School diploma or equivalent;
- Bilingual capacity (**Spanish/English or Korean/English**); and
- Prior experience in community engagement.

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