



## EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. We are looking for a candidate to join us in our efforts to achieve the vision of our Environmental Services Unit: to build safe, healthy and beautiful neighborhoods. 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 and committed to keeping our neighborhoods clean, working hard, and motivating a team of dedicated individuals that's transforming Koreatown. We have been serving our diverse community for more than 46 years.

The Graffiti Removal Pre Apprentice position is a hands-on position for the Graffiti Removal program with KYCC's Environmental Services Unit, which is currently supervised by the Graffiti Lead. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. Reliability and quality of work will be emphasized, and working with other crew members in a team atmosphere is integral to this position.

### Environmental Services: Graffiti Removal Pre Apprentice (Temporary, Full-time, Non-exempt)

**Unit:** Environmental Services  
**Posting Date:** 1/11/2024

**Reports To:** Graffiti Lead  
**Salary:** \$22.00 per hour

**Positions Available:** 1

**Summary:** The Pre Apprentice shall perform day-to-day tasks, in coordination with the entire Environmental Services team in an effort to achieve the short and long-term goals of KYCC's Graffiti Removal and other Beautification Programs. **Pre apprentices must complete 240 hours of the Multi-Craft Core Curriculum (MC3) course as a pre apprenticeship requirement.** The course is designed to prepare students for entry into union apprenticeships within the building trades. The successful candidate will work within this role for a fixed length of time, before the position comes to an end. The employer is seeking someone who is able to commit to this time frame, and who can deliver the required tasks during this period. It is important to note that this is not a permanent position, and there is no guarantee of continued employment beyond the specified 12 month duration. This is a temporary, full-time, non-exempt position working 40 hours per week. This is a temporary position that will last for 12 months, **the temporary position is subject to end on October 30<sup>th</sup> 2024.**

### Duties / Responsibilities:

- **Provide professional services for all environmental work by:**
  - Supervising community service volunteer labor in the office and field.
  - Completing all work with attention safety, including using the appropriate safety gear (such as goggles, gloves, face masks, etc.) and;
  - Ensuring each customer is satisfied with the work completed.
- **Provide professional graffiti removal by:**
  - Removing all "reactive" and direct requests as provided;
  - Performing street by street "pro-active" surveying and abatement of assigned area.
  - Providing color-matching on custom surfaces, and;
  - Using the proper chemicals on the appropriate surfaces, including pressure washing.
- **Responsible for completing and submitting paperwork by:**
  - Completing all paperwork pertaining to daily tasks and submitting all paperwork to the lead and/or supervisor before the end of daily shift.
  - Completing all program related paperwork in accordance with the invoicing policies and procedures established by the supervisor, and;
  - Following tool and inventory policies and procedures, and submitting accurate data on daily tool and inventory usage.
- **Provide responsible handling of KYCC vehicles by:**
  - Driving/ abiding by all California State vehicle laws;
  - Performing pre and post trip inspections (contained in vehicle logs), for whichever vehicle assigned for the day; and
  - Ensuring that each vehicle driven is road worthy, safely loaded, and that all safety devices (seat belts, fire extinguishers, etc.) are in good working order.



- **Completing Multi-Craft Core Curriculum (MC3):**
  - Complete 240 hours of instruction at designated location;
  - Attending all scheduled days of instruction and obtain MC3 certification upon completion;
- **Perform other program, administrative and clerical duties as assigned by your supervisor:**
  - Performing other projects and assignments as directed by their supervisor;
  - Attending monthly unit meetings;
  - Attending quarterly staff/agency meetings and;
  - Attending professional development trainings, conferences, workshops, and seminars in order to maintain and improve professional competence as assigned by the supervisor.

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

- A High School diploma or equivalent.
- 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.
- 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.
- 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:**

- At least 12-months of paid work experience in construction, tree planting, or related trade.
- Prior outreach and environmental education experience.
- Bilingual capacity (Korean/English) or (Spanish/English).
- Ability to organize and prepare documentation in a timely manner.
- Strong commitment to working with a multicultural community.
- Strong organizational, written and communication skills.

**SUBMIT AN APPLICATION**