
Summer Youth Works Temporary Position: **(45) ASSESSMENT STAFF**

January 9, 2017 – April 7, 2017

Temporary without Benefits: 5 days a week / 7 hours a day

Salary: \$ 12.00 per hour

Overview and Essential Duties:

This is service delivery work for the Summer Youth Works program. Work is completed under the supervision of an administration Unit Supervisor. Position duties include, but are not limited to the following:

- Interview youth and complete registration process for youth summer jobs using standard format provided. Verify required personal and educational data from registered Youth and complete the data entry process into YW system.
- During the certification appointment, assess the capabilities of the registered youth and provide a written case note in the YW Online System.
- Responsible for the data input in YW system of necessary information for registered youth
- Assist Unit Supervisor with the placement of selected summer youth to worksites in their (geographical) area
- Assist with the identification of quality worksites and conduct worksite tours as necessary
- Deliver summer job applications throughout the city as directed by supervisor
- Perform other related work assignments as directed

Qualifications:

- Two years of related youth work experience
- AA degree or equivalent experience in counseling youth (18 years or under)
- Must be capable of completing data entry and search functions using agency, city and state software programs
- Must have a valid, unexpired *Maryland* driver's license.
- Must be willing to use personal vehicle during summer youth temporary assignment for the completion of assigned duties on a daily basis as needed

Special Note(s):

- Must be flexible to work evenings and Saturdays as directed
- 1st two weeks is scheduled training Monday through Friday from 8:30am to 4:30pm
- Standard Hours are Monday to Friday from 12:00pm to 8:00pm
- During the Month of March - Every Saturday from 8:00AM to 4:00PM
- As directed by supervisor, staff hours may occasionally be shifted from the standard to Monday through Friday 8:30am to 4:30pm