
Summer Youth Works Temporary Position: **(3) UNIT SUPERVISOR**

March 20, 2017 – June 30, 2017

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

Salary: \$18.00 per hour

Overview and Essential Duties:

This is a service delivery position where work duties involve direct management of a youth work unit. Assignments are carried out in accordance with Baltimore City (COB) and the Mayor's Office of Employment Development (MOED) - Youth Services Division procedures and policies. Work is performed under close supervision of a MOED administrative superior. Position duties include, but not limited to the following:

- Coordinate and manage pre-registration process with YouthWorks On-line Pre-Registration System
- Interview and register youth for summer jobs via YouthWorks Online System
- Conduct worksite tours as necessary
- Manage Youth Works pre- summer Assessment staff , Clerical staff, and Summer Job Unit staff consisting of an Enrollee Service Specialists and Clerk
- Provide instructions to staff and relay policies
- Responsible to ensure summer youth enrollees folders are complete, i.e. I-9 is correctly completed and the enrollees work permit is transmitted to Department of Labor, Licensing and Regulations
- Assign selected summer youth to worksites in their (geographical) area
- Supervise preparation of adult and youth attendance sheets and resolve personnel and worksite problems
- Supervise the distribution of enrollee checks and ID cards
- Confer with worksite personnel to resolve enrollee issues ; document all worksite concerns / issues problems
- Notify worksite (supervisor) of youth who must be terminated due to non-compliance with Summer Job performance standards Re-assign work of absent staff and/or complete work duties as needed
- Prepare staff evaluations
- Facilitation and execution of bus passes for enrollees
- Perform other related work assignments as directed

Qualifications:

- Bachelor's-in Human Services and 3 years of experience working in human services field and / or equivalent education and experience
- 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 Notes:

- Must be flexible to work evenings and Saturdays when directed
- First two weeks Monday through Friday is scheduled training from 8:30am to 4:30pm
- Standard work schedule for this position is 12:00pm to 8:00pm: January through March
- Standard work schedule for this position is 8:30am to 4:30pm: April through September
- As directed by Program Manager, during January – March, staff hours may occasionally be shifted for Monday through Friday to 8:30AM to 4:30PM
- This position is required to work extended hours for payroll distribution days Thursdays (July 20, August 3, August 18, August 31)