
PRE-SUMMER:

Summer Youth Works Temporary Position: **ASSESSMENT STAFF**

December 17, 2018 – June 28, 2019 (2)

January 14, 2019 – April 6, 2019 (29)

January 14, 2019 – June 7, 2019 (7)

Temporary without Benefits: 5 days/35 hours a week / 7 hours a day

Salary: \$ 15.00 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 verification 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
- Become proficient in the YW system and all operating YW certification stations.
- Requires routinely set up and break down of materials and equipment, including loading and unloading. This job requires occasionally lifting items weighing 20-25 lbs.
- Represent the Agency and customer service philosophy, policy and procedures with the utmost integrity.
- Assist with the identification of quality worksites and conduct worksite tours as necessary.
- Perform other related work assignments as directed

Qualifications:

- Two years of related youth work experience
- Must be capable of completing data entry and search functions using agency, city and state software programs.
- Excellent oral and written communication skills.
- Ability to multi task and be flexible in a fast paced environment. Refine skills through on-going system and program changes.
- Must have reliable transportation on a daily basis.
- Must be willing to use personal vehicle during summer youth temporary assignment for the completion of assigned duties on a daily basis as needed.
- Fluent in French and/ or Spanish highly desirable or preferred.

Special Note(s):

- Must be flexible to work mornings and Saturdays when directed
- Two weeks training (1/14 – 1/25) 8:30am to 4:30pm
- February 14th and March 15th 8:30am – 4:30pm
- Mandatory Saturdays March 2nd, 9th, 16th, and 23rd 8:00AM to 4:00PM
- Standard work schedule for this position is 12:00pm to 8:00pm: January through March
- As directed by Program Manager and Program Coordinator, staff hours may occasionally be shifted to 8:30AM to 4:30PM