
PRE-SUMMER:

Summer Youth Works Temporary Position: **(2) Lead Assessment Staff**

Dates: December 16, 2020 – June 27, 2020

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

Salary: **\$16 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:

- Support in the coordination and management of the registration process, operations, department flow and YouthWorks Online System
- Support Unit Supervisor in providing instructions to staff and relay policies and procedures
- Perform a pre-quality review of youth verification folders
- Provide customer service and assistance during YouthWorks Verifications:
Work Permit Station, Copy Station, Greeter, Intake Greeter, Runner
- 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.
- Inventory program supplies and operation materials
- Oversee the tracking system for laptops
- Assist with coordination of YW Job Fairs
- Assist with the identification of quality worksites and conduct worksite tours as necessary.
- Perform other related work assignments as directed

Qualifications:

- Bachelors in Human Services and 3 years of experience working in human services field and / or equivalent education and experience
- Solid knowledge of completing data entry and search functions in using agency, city and state software programs including all operating YW procedures
- Solid time management and customer service skills to effectively manage multiple priorities
- Solid interpersonal communication skills to include verbal and written, active listening, critical thinking and counseling skills
- Solid skills to quickly evaluate service delivery issues and identify resolution
- 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:

- Criminal Background Investigation
- Must be flexible to work mornings and Saturdays when directed

- Two weeks training (1/13 – 1/24) 8:30am to 4:30pm
- February 14th and March 13th 8:30am – 4:30pm
- Mandatory Saturdays March 7th, 14th, 21st, and 28th 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

**Interested applicants may submit their resume via email resumes@oedworks.com.
Please place Job Title in the subject line.**

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