

PRE-SUMMER:

Summer Youth Works Temporary Position: **(2) Verification Unit Clerk**

January 23, 2020 – April 3, 2020

Temporary without Benefits: 3:00pm – 8:00pm weekdays and 4 Saturdays in March

8:00am - 4:00pm

Salary: \$ 12.00 per hour

Overview and Essential Duties:

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

- Providing customer service and assistance during YouthWorks Verifications:
- Work Permit Station, Copy Station, Greeter, Intake Greeter, Runner
- Maintain youth folders in numeric order for interviewers
- Assist participants with completion of online work permits
- Copy documents from participants
- Requires routinely 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.

Qualifications:

- Two years of related youth work experience
- 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.
- Ability to use copier machine and laptop

Special Note(s):

- Criminal Background Investigation
- Must be flexible to work mornings and Saturdays as directed
- February 14th and March 13th scheduled day time in-person verification interviews 9:00am - 2pm
- During the Month of March – March 7th, 14th, 21st, and 28th Saturdays 8:00AM to 4:00PM is mandatory
- As directed by supervisor, staff hours may occasionally be shifted from the standard to Monday through Friday 9:00am to 2:00pm

Interested applicants may submit their resume via email resumes@oedworks.com.

Please place Job Title in the subject line.

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