
PRE SUMMER Youth Works Temporary Position: **(3) UNIT SUPERVISOR**

December 3, 2018– June 30, 2019

Summer Youth Works Temporary Position: **(4) UNIT SUPERVISOR**

March 12, 2019 –June 30, 2019

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

Salary: \$19.00 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 the registration process with YouthWorks Online System
- Manage Youth Works pre-summer Assessment staff, Clerical staff, and Summer Job Unit staff consisting of Unit Support, Enrollee Service Specialists and Unit Clerk
- Provide instructions to staff and relay policies and procedures
- 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 youth worker timesheets, attendance sheets and resolve personnel and worksite concerns and challenges
- Management of payroll process to ensure accurate recording of time worked to meet payroll expectations
- Supervise the distribution of time sheets, pay cards and charm cards, along with tracking tools to ensure proper distribution and collection of required forms
- Confer with worksite personnel to resolve youth worker challenges; document all worksite concerns / challenges
- Notify worksite (supervisor) of youth who must be terminated due to non-compliance with Summer Job performance standards
- Assist with coordination of YW Job Fairs
- Assist with the identification of quality worksites and conduct worksite tours as necessary.
- Re-assign work of absent staff and/or complete work duties as needed
- Prepare staff evaluations
- Assist with the facilitation of staff and worksite supervisor training
- 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

Special Notes:

- 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