

**POSITION DESCRIPTION**

Approved By: Executive Director

<b>Job Title:</b>	Summer Youth Employment Program Monitor	<b>Department:</b>	Youth
<b>Reports To:</b>	Director of Youth Workforce Services	<b>FLSA:</b>	Hourly, Non-exempt
<b>Recent Review Date:</b>	05.06.2024	<b>Future Review Date:</b>	05.06.2025

**Hiring Range Based on Education and Experience:** \$18.00 - \$20.00 per hour

**AGENCY SUMMARY:**

CNY Works is a not for profit (501 (c)(3)) corporation and serves as the Onondaga County Workforce Investment Board. CNY Works has been designated by local government (City of Syracuse and Onondaga County) to administer the workforce development funds targeted for the CNY area. CNY Works functions as the apolitical convener of business, economic development and community agendas to define workforce system goals, garner resources and support growth and development of the local and regional economy. On an operational level, CNY Works provides services to help develop, attract and retain workforce talent in the Central New York region by providing skill development, training, education services, information, and career resources for job seekers and businesses.

**DEPARTMENT SUMMARY:**

The focus of CNY Works Youth Workforce Programs and Services Team is to engage 14 to 24-year-old participants in a variety of skill-enrichment activities that will enable them to make better educational and occupational decisions and help prepare them for careers, not just entry-level jobs.

The mission of the Youth Workforce Programs and Services Team is to provide high quality services for youth and young adults that incorporate the required 14 WIOA youth elements, including career exploration and guidance, support for educational attainment, opportunities for skills training in in-demand industries and occupations, provide mentoring culminating with placement in a career with a clear pathway for continued success. Its goal is to provide the community and its employers with a positive view of the local emerging job-ready workforce.

The Summer Youth Employment Program (SYEP) provides youth from low-income households and those with barriers, employment opportunities during the summer months and traditionally serves youth ranging in age from 14 to 20. The SYEP is an important platform to introduce youth into the workforce and help them acquire skills that can be used to improve school performance, future career outcomes, and become responsible adults.

**POSITION ESSENTIAL FUNCTIONS:**

- Assist with the recruitment, placement, onboarding, and training of Summer Youth Employment Program participants.
- Monitor participants at worksites and assist with evaluating the participants work progress and skill development.
- Intervene when necessary and resolve problems and workplace conflicts as they arise.

- Work with participants as educators and role models during the Summer Youth Employment Program to help them learn work readiness skills for future career success.
- Ensure participant timesheets are turned in timely, reviewed for accuracy and provided to finance biweekly for payroll processing.
- Ensure youth receive their paychecks every other Friday to include verifying youth's identification and mailing address.
- Explain and/or resolve complaints from youth who did not receive a paycheck for failing to turn in a timesheet.
- Perform other duties as assigned.

**ACCOUNTABILITIES:**

Meet position essential functions for quality and productivity. Adhere to agency policies and procedures.

**QUALIFICATION STANDARDS:**

Qualified applicants must be 18 years of age or older and at a minimum be a high school graduate or have a GED with multiple years of relevant experience. Individuals who have completed a minimum of one (1) year of college and/or have work experience in school-based youth supporting roles are preferred. Applicants should be interested in a career in education, community relations, social services, or human resources.

*Attention to detail and impeccable organizational skills are critical attributes, including a high level of written and oral communication skills.*

- Possession of a valid drivers license and own reliable transportation
- Proficiency using MS Word and Excel and Google Docs
- Comfortable talking to groups of people with the ability to deliver presentations both in person and virtually
- Ability to handle conflict resolution with sensitivity and maturity
- Ability to organize and prioritize work
- Ability to complete detailed tasks with a high level of accuracy
- Ability to work without supervision and to make appropriate decisions
- Ability to perform multiple tasks simultaneously
- Ability to receive and convey detailed instructions to other workers and vendors accurately
- Ability to research and analyze detailed information accurately
- Ability and desire to understand the overall functions of the organization and apply this understanding to work performed
- Ability to interact with vendors, customers and staff in a positive, cooperative and supportive manner
- Ability to work extra hours as job duties demand

**This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position**

**Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor**

**This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship**