

## RochesterWorks, Inc.

### Job Title - 2018

Youth Program Monitor (Seasonal)

### Salary

\$16 per hour

### Role Description

This position supports Summer Youth Employment Program (SYEP) activities at RochesterWorks. Primary responsibilities include matching and placing youth into worksites and providing follow-up monitoring to ensure compliance with program guidelines and to evaluate the effectiveness of program outcomes. This position reports to the Youth Program Coordinator.

### Major Responsibilities

- Office clerical work as assigned
- Maintain, and update databases to track employers and youth in various programs
- Screen and match youth applicants to appropriate summer worksites
- Assist in facilitation of youth and employer orientation sessions
- Provide follow-up supportive services to youth
- Assist in organizing and facilitating prescreens, job readiness and related recruitment events
- Conduct off-site monitoring of worksites/programs and youth participants to ensure compliance with program guidelines and evaluate effectiveness of program outcomes
- Collaborate with employers and worksite supervisors regarding placement, monitoring, and other issues
- Prepare reports and other documentation electronically as needed
- Work with RochesterWorks partner organizations and One Stop affiliates and staff to coordinate the delivery of youth employment services and programs
- Assist with additional projects as needed

### Qualifications

- High School Diploma required with college coursework preferred
- Customer service and/or youth programming experience preferred
- Experience working with diverse populations
- Demonstrated initiative, creativity, and flexibility
- Statistical analysis skills
- Bi-lingual- Preferred (English-Spanish)
- Strong attention to detail
- Effective interpersonal and written communication skills
- Develop effective working relationships and works well as part of a team to achieve organizational goals
- Excellent time management skills and ability to complete paperwork and data input on a timely basis
- Proficient in MS Office, particularly Word, Excel, Outlook, and PowerPoint
- Personal automobile, driver's license, and insurance required

### Physical Demands

This is a seasonal position (dependent on funding and performance), professional environment, normal business hours requiring some flexibility for evenings and weekends, and the ability to travel to program and employment locations throughout the City of Rochester and Monroe County. Personal automobile is required.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals may need to sit or stand as needed. This position may require walking primarily on a level surface for periodic periods throughout the day. Some outdoor work may be required. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work day. Proper lifting techniques required. This position may include lifting to 40 pounds for files, program paperwork and computer printouts on occasion.

## **How To Apply**

Submit resume by email: [ccampbell@rochesterworks.org](mailto:ccampbell@rochesterworks.org), please include a cover letter and the title of the position in the subject line.

***RochesterWorks, Inc. is an Equal Opportunity Employer***