

Job Title	SYEP Site Monitor
PVN ID	LA-1801-002318
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	SYEP Program/Workforce Education Center
Status	Full Time
Hourly Rate	\$16.00
Hour(s) a Week	35
Closing Date	Aug 31, 2018 (Or Until Filled)

General Description

Twenty three (23) positions will be available from June 11 - August 24, 2018. The Worksite Monitors report directly to the Youth Program Coordinator.

Performance Responsibilities:

- Monitor participants' performance at worksites; ensuring compliance with daily attendance/sign-in protocols and all sponsorship eligibility guidelines
- Provide regular feedback on site functioning and participant outcomes to program coordinator
- Maintain, collect and organize participant time sheets on a weekly basis
- Ensure worksites are providing a safe and supportive environment in keeping with youth development models of service and practice
- Monitor and report any issues or potential violations to proper personnel
- Conduct worksite assessments and reports on a weekly basis
- Interact with worksite supervisors and participants
- Act as a liaison between the worksite and the employer partner
- Refer participants to Counselor/Social Worker when necessary
- Distribute and collect participant evaluations
- Prepare participant ISS forms

Perform additional duties as assigned by the coordinator

Other Duties

- Assist with processing participant's payroll
- Assist with distribution of sponsor provided individual payroll debit cards
- Assist with production of participants' ID cards

- Assist with enrollment and job placement
- Assist with the program's educational workshops
- Assist with supervision at the closing workshops
- Assist with preparation of files for internal and external audits
- Perform additional related duties as assigned by the coordinator

Qualifications

- Currently enrolled in college as a junior or senior, A.A. or A.S. degree preferred
- Extreme attention to detail and strong multi-tasker
- Ability to make deadlines in a fast-paced environment
- Experience working with the target population
- Excellent problem solving skills
- Effective Conflict resolution skills
- Excellent oral and written communication skills
- Ability to navigate New York City transportation systems
- Ability to work with a culturally diverse youth population
- Proficient in use of excel, MS Word, and other computer applications

A background check and finger printing are required prior to finalizing an offer of employment.