

Job Title	Site Monitor
PVN ID	LA-2409-006480
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Workforce Education Center
Status	Full Time
Hourly Rate	\$21.00-\$21.00
Hour(s) a Week	35
Closing Date	Nov 27, 2024 (Or Until Filled)

General Description

These positions are responsible for the monitoring of approved worksites where Work, Learn & Grow and Summer Youth Employment students are completing assigned internships. The worksites are in four of the five boroughs of New York City. Two positions will be available from October 1, 2024- March 10, 2025. The Worksite Monitors report directly to the SYEP Program Director.

Performance Responsibilities:

- Monitor participants' performance at worksites
- Provide regular feedback to program coordinator
- Maintain collect and organize participant time sheets on a weekly basis
 - Ensure worksites are providing a safe and supportive environment to youth assigned to the site
- Monitor and report any issues or violations to proper personnel
- Conduct worksite assessments on a weekly basis
 - Interact with worksite supervisors and participants
- Prepare worksite assessment reports weekly
- Act as a liaison between the worksite and the contractor
- Distribute and collect participant evaluations
- Prepare Participant Service Questionnaire (PSQ) Forms
- Perform additional duties as assigned by the coordinator

Other Duties

- Assist with processing participant's payroll
- Assist with distribution of payroll cards
- Assist with production of participants' ID cards
- Assist with enrollment and job placement

- Assist with the presentation of the program's educational workshops
- Assist with reflection sessions
- Perform additional duties as assigned by the Director

Qualifications

- Currently enrolled in college as a junior or senior, or AA, or AAS. 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 the New York City transportation systems
- Ability to work with a culturally diverse youth population-sometimes in a virtual setting
- Proficient in use of Excel, MS Word, and other computer applications