

Job Title	Site Monitor
PVN ID	LA-2503-006756
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Workforce Education Center
Status	Full Time
Hourly Rate	\$22.00-\$22.00
Hour(s) a Week	35
Closing Date	Jun 30, 2025 (Or Until Filled)

General Description

The Workforce Education Center is an arm of the Division of Adult & Continuing Education at LaGuardia Community College that works with youth ages 14-24 who need improvement in academic skills, an internship, a high school equivalency diploma, community service experience, entry into the job market or interested in entering college. The Site Monitor positions are responsible for the monitoring of approved worksites where Summer Youth Employment and Work Learn & Grow students are completing assigned internships. The worksites are in four of the five boroughs of New York City. Twenty positions will be available from June 24, 2025 through August 31, 2025. The Worksite Monitors report directly to the SYEP Program Director.

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

- High School Diploma required, Associates Degree or currently enrolled in college preferred
- Proficient in the use of Microsoft Office Suite and familiar with Social Media platforms
- 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
- Finger printing is required prior to or within the first 30 days of employment

LaGuardia Community College

Founded in 1971 in Long Island City, Queens, LaGuardia Community College is one of seven community colleges of the City University of New York/CUNY. LaGuardia offers seventy-two associate degree and certificate programs, more than fifty non-degree workforce training programs, and dozens of ESOL, GED, and pre-college programs. In 2023, LaGuardia served approximately 25,000 students. More than one-third of our degree-seeking students (35%) were born outside of the United States, coming to LaGuardia from 136 countries and speaking forty-three heritage languages. More than half (54 percent) are first-generation college students.

Sixty-nine percent of LaGuardia degree students live in Queens; the rest come from Brooklyn and beyond. Virtually all LaGuardia degree students are ethnic minorities (89 percent), 58 percent are women, 27 percent are over the age of 25. Forty-six percent are Hispanic, well above the threshold of 25 percent required by the US Department of Education for designation as a Hispanic-Serving Institution (HSI). Sixty-six percent of LaGuardia degree-seeking students receive some form of financial aid. Close to half of our degree-seeking students attend part-time (49%), usually because they need to work to support their families. Tuition and fees are \$5,271 per year for a full-time student.