

Job Title	SYEP Site Monitor
PVN ID	LA-2002-003552
Category	Managerial and Professional
Location	LAGUARDIA C. C.
Department	Workforce Education Center
Status	Full Time
Hourly Rate	\$17.00
Hour(s) a Week	35
Closing Date	Apr 26, 2020 (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 are in need of an internship, a high school equivalency diploma, community service experience, entry in to the job market or interested in entering college. The Worksite Monitors report directly to the Youth Program Senior Coordinator and are primarily responsible for monitoring the worksites where young adults are employed for a six-week period in July and August. Twenty-three (23) positions will be available from June 15 – August 21, 2020 (10 weeks).

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
- Refer participants to Counselor/Social Worker when necessary
- 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 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 audit
- Assist with Reflection sessions
- Perform additional 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 the 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.