

<b>Job Title</b>	SYEP Site Monitor
<b>PVN ID</b>	LA-2103-003931
<b>Category</b>	Managerial and Professional
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Workforce Education Center
<b>Status</b>	Full Time
<b>Hourly Rate</b>	\$18.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Aug 31, 2021 (Or Until Filled)

---

## General Description

Fifteen (15) positions will be available from June 28 - August 20, 2021. The Worksite Monitors report directly to the Program Coordinator. Site Monitors be responsible for guiding older youth ages 16-24 while they are at their worksites. They will also be responsible for assessing the worksites, reporting back incidents that might occur. We are looking for dedicated professionals who want to work with youth and provide them with an exemplary working experience at their worksites during the summer.

### 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 mailing 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 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-sometimes in a virtual setting
- 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.**