

Job Title	SYEP Site Monitor - Career Ready
PVN ID	LA-2103-003939
Category	Managerial and Professional
Location	LAGUARDIA C. C.
Department	Workforce Education Center
Status	Full Time
Hourly Rate	\$18.00
Hour(s) a Week	35
Closing Date	Jul 31, 2021 (Or Until Filled)

General Description

Two (2) positions will be available from June 28 - August 20, 2021. The Worksite Monitors report directly to the Senior Program Coordinator. As CareerReady is going to be virtually administered – those applying to this role should be prepared to monitor remote internship/worksites.

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
- Have a reliable internet connection/access and be familiar with Video web-based softwares
- 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.