

Job Title	SYEP Site Monitor
PVN ID	LA-2203-004645
Category	Managerial and Professional
Location	LAGUARDIA C. C.
Department	Workforce Education Center
Status	Full Time
Hourly Rate	\$19.00
Hour(s) a Week	35
Closing Date	Oct 31, 2022 (Or Until Filled)

General Description

General Description: Fifteen-twenty-five (15-20) positions will be available from June 22, 2022. The Worksite Monitors report directly to the Senior Program Coordinator and are responsible for visiting and assessing worksites on a daily basis where older youth are employed.

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 pre-worksite assessments in preparation for participant assignments
- 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 Senior Program Coordinator

Other Duties

- Assist with processing participant's payroll
- Assist with distribution of participant 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 Senior Program Coordinator

Qualifications

- Currently enrolled in college as a sophomore, 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 travel from borough to borough)
- Ability to work with a culturally diverse youth population-in-person and sometimes in a virtual setting
- Proficient in use of excel, MS Word, and other computer software applications

A background check and finger printing are required prior to finalizing an offer of employment.