



Job Title	SYEP/Work Learn & Grow Site Monitor
PVN ID	LA-2402-006146
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Workforce Education Center
Status	Full Time
Hourly Rate	\$20.00-\$20.00
Hour(s) a Week	35
Closing Date	Apr 05, 2024 (Or Until Filled)

General Description

Two positions will be responsible for working directly with students to meet their daily needs in a safe and secure environment. Monitors provide immediate support to students along with crisis intervention and other duties as needed or assigned by program staff. In addition, these positions ensure the safety and security of students during their entire stay with the program. These positions are available from March 1, 2024, to June 30, 2024. The worksite monitors report to the SYEP Program Director.

Performance Responsibilities:

- Process SYEP student enrollment and job placement data
- Assist with outreach and recruitment
- Post to and monitor specific social media sites (Instagram, Facebook, and LinkedIn) for any program inquiries
- Monitor students' performance at LaGuardia and off campus worksites
- Conduct worksite assessments on a weekly basis and provide regular feedback to the SYEP Program Director
- Maintain, collect, and organize student 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
- Interact with worksite supervisors and students
- Prepare worksite assessment reports weekly
- Act as a liaison between the worksite and the contractor
- Distribute and collect student evaluations
- Prepare Participant Service Questionnaire (PSQ) Forms
- Perform additional duties as assigned by the SYEP Program Director

Other Duties

- Assist with the distribution of debit cards
- Process students' ID cards
- Assist with reflection sessions
- Perform other duties as assigned by the SYEP Program Director

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 meet 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, PowerPoint, and other software computer applications

Fingerprinting and a background check required within thirty (30) days of acceptance of the position