

2015 Mayor Marion S. Barry Summer Youth Employment Program



AVAILABLE POSITION

Position:

**Program Monitor
Mayor Marion S. Barry Summer
Youth Employment Program
(SYEP)**

Position Grade:

CS-142-05

Salary Range:

\$15.00 - \$18.00 / Hour

Opening Date: **February 27, 2015**

Closing Date: **March 27, 2015**

Agency:

**Department of Employment
Services, Office of Youth
Programs**

Duration of Appointment:

**Temporary Summer Position
May 18, 2015 – August 14, 2015**

**For question or concerns, please
contact DOES, Office of Human
Resources at does.hr@dc.gov.**

DESCRIPTION OF DUTIES

The DC Department of Employment Services, Office of Youth Programs is seeking highly motivated individuals for the temporary position of Summer Monitor for SYEP. Program Monitors are responsible for making sure all SYEP work sites and programs are compliant with host agreements as well as federal and local laws. The goal is to monitor all sites to ensure that every participant is provided with an enriching and constructive summer work experience. All monitors must be able to work the entire 6 weeks of the program, a week-long paid training, and a final evaluation session. Travel is required. Other duties include: collection and distribution of forms between work sites and DOES HQ; provision of technical assistance; monitoring of worksites for activities and enrichment; monitoring of time and attendance for participants; facilitation of communication between work sites and DOES HQ:

QUALIFICATIONS

- Demonstrated experience working with young adults (ages 14-21)
- Successfully completed at least 2 years of a 4-year course of study leading to a B.A./B.S. or completion of an associate's degree at an accredited college or university (official transcript required)
- District Residence preferred (not required)
- Ability to pass a successful background and drug test prior to employment
- Commitment to Youth Development and Advocacy
- Flexible work hours (some evenings and weekends)
- Ability to learn quickly and work well under pressure
- Ability to troubleshoot and resolve problems independently



To apply for this position, please email your resume to does.hr@dc.gov with
"SYEP Summer Monitor Position" as the subject.

Resumes must be received by 4:00pm on March 27, 2015