

Job Posting

April 5, 2019

POSITION

Data Entry Clerk, Summer Youth Employment Program

EMPLOYMENT TYPE

Full-time Temp – 35 hours/week
or Part-time Temp – 25 hours/week

SALARY

\$15.00/hr.

REPORTS TO

SYEP Director

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with participant orientation.
- Organize and calculate participant timesheets on a weekly basis.
- Input the number of hours for each SYEP participant into the DYCD timesheet system.
- Ensure that all signed timesheets are dropped off at the main site in a timely fashion in order to avoid **interference with "timesheet input" and accurate record keeping.**
- Make sure all data is entered into DYCD timesheet system by the set deadline date.
- **Submit SYEP participant "back pay" requests with the approval of the Program Director.**
- Maintain extremely organized records of already entered timesheets.
- Prepare and distribute SYEP participant debit cards.
- Notify the worksite sponsors, via phone, about the arrival of participant debit cards.
- Assist other SYEP staff with work responsibilities, if needed.
- Assist with any program activity deemed necessary by the Program Director.

COMPETENCIES

- Ability to multitask.
- Must be detailed oriented.

EDUCATION EXPERIENCE

- Must possess High School/GED Diploma; college experience preferred. Must have at least two years within the last 5 years of experience providing youth development or workforce development services for youth.

APPLICATION DEADLINE

Ongoing

SUBMIT RESUME TO

Crystal Turner, Business Manager

cturner@riseboro.org

Please put "Data Entry Clerk Position" in e-mail subject line.