

Job Posting

POSITION

Site Monitor, Summer Youth Employment Program

EMPLOYMENT TYPE

Part-Time Temp – 25 hours/week; May 2020 to June 2020

Full-Time Temp – 35 hours/week; July 2020 to August 2020

SALARY

\$15.00/hr.

REPORTS TO

Director of Program and Job Development (Senior Monitor)

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Completing a pre-monitoring report for each worksite prior to the start of the program, deeming it acceptable to have participants placed there throughout the summer.
- Assisting staff during participant orientation and registration.
- Consistently and closely monitoring all designated worksites.
- Observing all designated worksites on a weekly basis for the duration of the Summer Youth Program ensuring that each worksite is following DYCD policies.
- Reviewing site assessment rosters for each worksite assigned to them on a daily basis.
- Reviewing participant time sheets for accuracy and accountability.
- Reviewing and ensuring that each worksite has the following documents for each enrolled participant at their site:
 - Participant Worksite Referral
 - Monitoring Log
 - Worksite Participant Assignments Roster
 - Evaluations (these are due on the 3rd & 6th week of the program.)
 - Weekly timesheets
- Making certain that worksite supervisors have copies of all documents listed above.
- Supporting the worksite supervisor in ensuring smooth program functioning throughout the summer.
- Collecting and submitting the Participant Survey attendance sheets to the Senior Monitor for all sites.
- Notifying any changes at worksites related to participants, such as: "never reported", "stopped reporting", "transferred", and any "participant/supervisor conflicts" to the Program Director and Director of Program and Job Development.
- Reporting/referring all problems and violations to supervisors and conduct follow up as needed.
- Maintaining participant timesheets and attendance in accordance with DYCD policy and procedures.
- Picking up weekly timesheets from assigned worksites on designated dates and times set by the worksite.
- Completing monitoring reports on a daily basis before 5:00 PM and submit to the Senior Monitor.
- Towards the end of the program, monitoring will be responsible for the following:
 - Completion of Worksite Evaluations
 - Collection of "Participant Surveys"
 - Making sure participant evaluations are completed for all participants, including participants who leave the program early as well as any youth who have been terminated.
- Following-up on participant's problems encountered throughout the program period.
- Assisting with any program activity deemed necessary by Program Director.

**COMPETENCIES**

- Detail oriented
- Organized
- Excellent written and communication skills

EDUCATION EXPERIENCE

Must possess a High School Diploma/GED

APPLICATION DEADLINE

Ongoing

SUBMIT RESUME TO

education@riseboro.org

Please indicate "SYEP Site Monitor Position" in e-mail subject line.