

# Job Posting

April 5, 2019

## POSITION

Site Monitor, Summer Youth Employment Program

## EMPLOYMENT TYPE

Full-time Temp – 35 hours/week (for 12 weeks)

## 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 3<sup>rd</sup> & 6<sup>th</sup> 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

Crystal Turner, Business Manager

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