

2016 MAYOR MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM



AVAILABLE POSITION

Position: Program Monitor
Mayor Marion S. Barry Summer Youth
Employment Program

Position Grade: CS-142-05
Salary Range: \$15.00 - \$18.00 / Hour

Opening Date: April 25, 2016
Closing Date: May 6, 2016
Duration of Appointment:
Temporary Summer Position
May 23, 2016 – August 19, 2016

Ranking Factors

1. Describe your ability to write narrative and detailed observations, conclusions, findings, concerns, and recommendations relevant to the program to increase productivity and effectiveness.
2. Describe your experience reviewing and analyzing applicable documentation while on-site to verify compliance with program standards.
3. Discuss your ability to explain departmental policies and procedures, interpret rules and regulations to internal and external customers to ensure consistency of information. This should include your ability to clarify any questions or concerns pertaining to compliance to inform and interpret the meaning of information for providers and departmental management.
4. Describe your ability to work independently with limited supervision while maintaining agency standards.

For question or concerns, please contact
DOES, Office of Human Resources at [does.
hr@dc.gov](mailto:does.hr@dc.gov).

**The Department of Employment Services
is an Equal Opportunity Employer/
Program. Auxiliary aids and services are
available upon request to individuals with
disabilities**

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 each participant is provided an enriching and constructive summer work experience. All monitors must be able to work the entire 6 weeks of the program, attend a week-long paid training, and complete a final evaluation session. Travel is required. Other duties include: collecting and distributing forms between work sites and DOES HQ; providing technical assistance; monitoring worksites for activities and enrichment; monitoring time and attendance of participants; and facilitating communication between worksites 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 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.
- Flexible work hours (some evenings and weekends).
- Ability to learn quickly and work well under pressure.
- Ability to troubleshoot and resolve problems independently.
- Ability to develop rapport easily.

HOW TO APPLY

- Complete the DC 2000 application, fully completing each applicable section
- Provide a written response to the four (4) ranking factors found on this announcement
- Provide 3 references – include name, contact number, and email address
- Submit the complete application package to does.hr@dc.gov with “SYEP Summer Monitor Position” as the subject OR Fax to (202) 724-1408
- A complete application package includes:
 - DC 2000
 - Completed ranking factors
 - 3 references
 - Updated resume
- Be sure to submit all required documentation by the May 6th deadline. Late and/or incomplete applications will not be accepted.

**To apply for this position, please submit your application package to
does.hr@dc.gov with “SYEP Summer Monitor Position” as the subject or fax to
(202) 724-1408 *Resumes must be received by 5:00pm on May 6, 2016***

