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 2 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 14-24)
• 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
• Flexible work hours (some evenings and weekends)
• 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_hires@dc.gov with “SYEP Summer Monitor Position” as the subject
• A complete application package includes:
  o DC 2000
  o Completed ranking factors
  o 3 references
  o Updated resume
• Be sure to submit all required documentation by the posted deadline. Late and/or incomplete applications will not be accepted.

To apply for this position, please submit your application package to does_hires@dc.gov with “SYEP Summer Monitor Position” as the subject or fax to (202) 724-1408

*Complete application must be received by March 25, 2019*