

MARION BARRY YOUTH LEADERSHIP INSTITUTE (MBYLI)



AVAILABLE POSITION

Position: Trainer
Marion Barry Youth Leadership Institute

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

Opening Date: March 9, 2018
Closing Date: April 6, 2018

Duration of Appointment:
May 14, 2018 – August 17, 2018
Tour of Duty 8:30am to 5:00 pm
(Possible Overnight and Evening hours; flexible start date)

Ranking Factors

1. Describe your ability to comprehend and deliver a training curriculum for youth leaders, while staying within the guidelines set forth by the level leaders.
2. Describe your ability to implement critical thinking techniques and problem resolution strategies with youth ages 14-24.
3. Describe your ability to supervise groups of individuals with varying levels of skills and backgrounds.
4. Describe your ability to monitor and execute such functions as program planning, resource management, training, manpower management, and data processing to meet the logistical expectation associated with case management.
5. Describe your ability to develop strategies and recommendations for initiating and establishing goals, timetables, and procedures for youth developmental programs.

For question or concerns, please contact DOES, Office of Human Resources at 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 MBYLI Trainer for the Marion Barry Youth Leadership Institute (MBYLI). MBYLI Trainers are responsible for implementing MBYLI Summer Curriculum and creating a meaningful summer experience for every participant. The goal is to ensure that every participant is provided with an enriching and constructive summer work and learning experience. All MBYLI trainers must be available to work the entire six (6) weeks of the program, 2-6 weeks paid training prior to the program, and an end of summer evaluation session after the program has concluded. Other duties include: creatively implementing MBYLI Summer Curriculum; chaperoning all field trips and overnight residential experiences; facilitating group discussions with guest speakers and invited panelist; evaluating each participant's overall involvement in the program, which includes attitude, work habits, leadership skills, quality of work, attendance, punctuality, and willingness to learn; and working to create a solid, enriching, smoothly run program for the youth of the District.

QUALIFICATIONS

- Demonstrated experience working with young adults (ages 14-24).
- Successful completion of a 4-year course of study in any field leading to a bachelor's degree is preferred or equivalent experience.
- 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 clearly communicate orally and in writing.

HOW TO APPLY

- Complete the DC 2000 application, fully completing each applicable section.
- Provide a written response to the five (5) ranking factors found on this announcement.
- Provide three (3) references - include name, contact number, and email address.
- Submit the complete application package to does.hr@dc.gov with "MBYLI Summer Trainer 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 posted 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 "MBYLI Summer Trainer Position" as the subject or fax to (202) 724-1408 -Complete application must be received by 5:00 p.m. on April 6, 2018-

