

# 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:** February 24, 2017  
**Closing Date:** March 10, 2017

**Duration of Appointment:**  
June 5, 2017 - August 18, 2017  
Tour of Duty 8:30am to 5:00 pm

### Ranking Factors

1. Describe your ability to comprehend and deliver a successful training curriculum for youth leaders, while staying within the guidelines set forth by the level leaders.
2. Discuss your ability to resolve conflicts and diffuse volatile situations among youth leaders as they may arise.
3. Describe your ability to supervise groups of individuals with varying levels of skills and diverse 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 innovative strategies and recommendations for initiating and establishing goals, timetables, and procedures for efficient youth developmental programs.

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 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, 2-4 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 14-21).
- 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 3 references - include name, contact number, and email address.
- Submit the complete application package to [does.hr@dc.gov](mailto: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](mailto:does.hr@dc.gov) with "MBYLI Summer Trainer Position" as the subject or fax to (202) 724-1408**

**\*Complete application package must be received by 5:00pm on March 10, 2017.**



GOVERNMENT OF THE  
DISTRICT OF COLUMBIA  
MURIEL BOWSER, MAYOR