



Mayor Vincent C. Gray's 2014 Summer Youth Employment Program



AVAILABLE POSITION

Position:

**Program Monitor
Summer Youth Employment
Program (SYEP)**

Position Grade:

CS-142-05

Salary Range:

\$15.00 - \$18.00 / Hour

Opening Date: **February 10, 2014**

Closing Date: **February 20, 2014**

Agency:

**Department of Employment
Services, Office of Youth
Programs**

Duration of Appointment:

**Temporary Summer Position
June 2, 2014 – August 15, 2014**

Announcement No.: **24043**

**For question or concerns, please
contact DOES, Office of Human
Resources at does.hr@dc.gov.**

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 the 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, including a 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 14-21)
- Successful completion of a full 4-year course of study in any field leading to a bachelor's degree is preferred.
- Ability to pass a successful background and drug test prior to employment
- Commitment to Youth Development and Advocacy
- 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



To apply for this position, or to find additional available positions, please visit:

www.dchr.dc.gov