



Program Leader Youth Employment Service



Our Program: Youth Employment Service (YES), one of the Youth Bureau programs, provides a variety of programs for teens in Tompkins County: one-on-one coaching in job search and job keeping skills; subsidized work experiences; trainings and workshops for youth; targeted employment opportunities. It also oversees the Ithaca Youth Council Ambassadors, a self-directed group of teens focused on peer leadership and civic engagement. The mission of YES is to empower teens to grow into flourishing adults.

Job Description: Program Leader– Payroll and Administrative Manager

YES Connect Case Management

- Interview teens to assess individual strengths and needs as well as determine appropriate program participation.
- Complete and track intake process for participants on caseload.
- Help participants choose their target and develop their action plans.
- Provide strength-based case management including job coaching, support, referral of program participants to potential job opportunities.
- Follow up with program participants regarding job search efforts.
- Assist with maintenance and dissemination of Now Hiring List as needed.

Data and File Systems Management

- Maintain records of program participants and manage information flow relevant to these records. Maintain the filing system for program participants.
- Enter and update database records, track changes, and make corrections utilizing database software.
- Work with colleagues and supervisor to fine-tune administrative systems and seek efficiencies.
- Ensure that program records are complete and up to date; archive participant and worksite files as needed.
- Maintain records of worksites (mainly summer) and manage information flow relevant to these records. Enter and update database records, track changes and make corrections utilizing database software.
- Maintain and organize the YES Google Drive and all shared team files.

Subsidized Employment

- Work with subsidized employment programs (both school year and summer) including:
 - Conduct program eligibility processes as appropriate. This includes communication with DSS, Program Coordinator, and families.
 - Identify and complete intake of potential teen workers (including interview, references & documentation collection.)
 - Identify worksites and orient them to program guidelines and expectations.
 - With the YES team, match teens to jobs that fit their skills, strengths, and needs.
 - Assist teens and families with completing the necessary paperwork.

- Conduct regular visits with teens and supervisors at the worksite, providing support
- Maintain case notes, rubrics, evaluations, and progress reports throughout the placement.
- Provide teens and worksites with clear communication throughout the work experience and at the closing of the experience.
- Work with supervisors to ensure teen is paid correctly and in a timely fashion.

Payroll

- Complete paperwork necessary to put teen workers on payroll.
- Assist teens with completing payroll documentation and forms; ensure accuracy of those forms and submit them to the Financial Management Assistant for processing.
- Develop the payroll systems and maintain the database to accurately reflect the hours worked by teens.
- Prepare the weekly payroll which includes: collecting, reviewing and submitting timesheets; distributing paychecks; all data entry for accurate tracking of time worked and pay received.
- Communicate with colleagues and supervisor as appropriate or when needed assistance with payroll or payroll issues.
- Act as a liaison between teens, YES Staff, and Financial Management Assistant regarding payroll, timesheets, paychecks, removal of teens from payroll, and payroll issues.

Ithaca Youth Council Ambassadors

- Work with YES team to support Ambassadors in developing agendas, coordinating guests and special opportunities.
- Work with YES team to nominate future YES Ambassadors and plan orientation activities.
- Coordinate with community organizations and leaders to connect Ambassadors to existing resources.
- Help setup and run Ambassador meetings and assist student leaders in planning meetings, team building activities, etc.

Outreach, Recruitment & PR

- Support ongoing recruitment, advertising, and public relations efforts.
- Maintain YES program website, blog, and social media accounts
- Assist with the preparation and dissemination of media materials.
- Conduct regular recruitment and outreach to potential YES participants at schools and community agencies.

General YES

- Serve as primary reception (via phone, email, and in-person) for teens, families, and community members interested in utilizing our services; field their questions and work with colleagues and supervisor to resolve any issues that arise.
- Maintain a neat, orderly office environment that is welcoming to all visitors.
- Work collaboratively with colleagues and community members to support teens and YES toward success.
- Attend and actively participate in YES Staff meetings and other meetings as needed.

Please see the Program Leader position for full list of required qualifications.