



Summer YES Representative Job Description Youth Employment Service



Our Organization: Youth Employment Service (YES) is a program of the Ithaca Youth Bureau with a mission to empower teens to grow into flourishing adults. The YES Summer Jobs Program places ~200 local teens to work in subsidized jobs at over 75 partner worksites. Our YES Representatives (Reps) are champions for our working teens, serving as an extra support and liaison for them during their job experience.

This seasonal position spans our subsidized summer jobs program, from early May through the end of August. YES Reps typically work around 12-14 weeks, starting in late May or early June, and extending to early or late August:

Duties include:

- Assist with school outreach and teen interviews as needed
- Help with planning, preparing for and implementing orientations for teens and supervisors
- Case management: visit teens at worksites and monitor progress; keep case notes for each contact
- Foster rapport and learning with teens using a strength-based approach
- Facilitate problem solving with teens and their supervisors
- Collect regular documentation and communicate issues with supervisor weekly or as needed
- Office support as needed for sending references, following up on job requests, mailings, getting teens on payroll, filing, data entry, office coverage, etc.
- Provide information and documentation for mid-summer audits.
- Maintain files on caseload of teen participants

Required Skills: Excellent verbal and written communication skills, strong knowledge of basic computer applications and ability to perform accurate data entry, detail-oriented, ability to prioritize shifting responsibilities in a fast-paced office environment, ability to work with diverse groups, experience in an office setting, high level of organization and personal initiative.

Preferred Skills: Coursework in human services, psychology, education or similar, experience working with teens and/or service providers in a case management setting, comfortable working in a Mac-based office, experience with Filemaker Pro or similar database software, strong knowledge of community needs and service providers.

Hours: Full-Time; Basic hours are Mon – Fri, 9:00 – 5:00 (35 hrs/week). Pay: \$15.37/hr

Contact Person: Beverly Stokes bstokes@cityofithaca.org Phone: 273-8364

Interested parties must fill out a City of Ithaca Seasonal Application

(<https://www.cityofithaca.org/DocumentCenter/View/5911/Application-for-Seasonal-Employment-PDF>) and return it, along with Resume and/or Cover Letter if desired, to the Ithaca Youth Bureau as soon as possible!