



## 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 level, clear, and widen the path. The YES Summer Jobs Program places ~160 local teens to work in subsidized jobs at over 70 partner worksites. Our YES Representatives (Reps) are champions and coaches 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:

- 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 working jobs 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.
- Accurately maintain files and database casenotes on caseload of teen participants

**Requirements:** Must be at least 18 years old. Valid Driver's License and access to personal vehicle highly desired. The ability to manage workload and schedule independently with high integrity. Excellent verbal and written communication skills, comfort in learning database software, ability to perform accurate data entry, detail-oriented, ability to prioritize shifting responsibilities in a fast-paced office environment, ability to work with diverse populations, experience in an office setting, high level of organization and personal initiative.

**Preferred Skills:** Coursework in human services, psychology, education, social work or similar, experience working with teens and/or service providers in a case management setting, comfortable working in a shared office space, strong knowledge of community needs and service providers. Familiarity with Google Suite and Microsoft Teams also a plus.

Hours: Full-Time; Basic hours are Mon – Fri, 9:00 – 5:00 (35 hrs/week). Pay: \$17/hr

Part-time

Contact Person: Ever Stokes [bstokes@cityofithaca.org](mailto:bstokes@cityofithaca.org) Phone: 273-8364

Interested parties must fill out the [Cass/IYB Hiring Form](#) (select the Youth Employment Service Summer Rep position, and attach a resumé)