

CIVIL SERVICE TITLE: Field Supervisor	TITLE CODE NO.: 56099	
OFFICE TITLE: SYEP Field Supervisor	SALARY: \$12.07 to \$13.88 per hour	
DIVISION/WORK UNIT: Summer Youth Employment Program	WORK LOCATION: 161 William Street, New York, New York 10038	
HOURS 35 Hours Per Week (Flexible Hours)	NUMBER OF POSITIONS: 35	
JOB DESCRIPTION:		
<p>The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with a broad network of Community-Based Organizations (CBOs) throughout New York City. Our central task is administering available city, state, and federal funds to a wide range of innovative, practical and quality programs that positively impact youth and communities.</p> <p>SUMMER YOUTH EMPLOYMENT PROGRAM MISSION:</p> <p>The Summer Youth Employment Program (SYEP) is more than a job placement program - it is a valuable summer employment experience that incorporates the core elements of successful youth-development programming including: adult support and guidance, engaging activities, and input from youth. The objectives of SYEP are to provide an employment experience that stresses the development and practice of real world labor expectations, bring greater awareness of the various support networks and programs available at community-based organizations (CBOs), and provide opportunities for career instruction, financial literacy training and various academic and social supports.</p> <p>The Department of Youth and Community Development (DYCD) is seeking Field Supervisors for the SYEP to monitor the performance of programs, indicating areas requiring corrective measures; investigate discrepancies related to enrollment program participation and pay allocations, monitor the registration of participants into the program, preparation of registration forms and the securing of all necessary registration material. The Field Supervisor's major responsibility is to travel extensively to "monitor/conduct" work site assessments throughout all five boroughs via public transportation using Wireless Monitoring Devices and applications.</p> <p>The Field Supervisor may be responsible for providing some technical assistance to participants and parents to resolve payroll/work site/other problems and answer questions related to the program and application process.</p> <p>Other responsibilities may include but are not limited to clearly communicating SYEP policies/procedures/rules and regulations/ file review/audits.</p>		
PREFERRED SKILLS:		
<p>Excellent verbal, writing, math and interpersonal skills required. Must be proficient in Microsoft Office Word/Excel 2010; demonstrated work proficiency with the Internet. Knowledge of using Wireless Devices such as but not limited to Blackberry, iPad, iPhone, Track Pads, and applications applied to other hand held devices.</p>		
MINIMUM QUALIFICATIONS:		
<ol style="list-style-type: none"> 1. Sixty credits from an accredited college; or 2. Thirty credits from an accredited college and six month work experience; or 3. High School graduation or evidence of having passed an examination for a high school equivalency diploma, and one year of work experience. 		
<p>APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT Candidates with two (2) years of City service may reside in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties.</p>		
<p>To APPLY: Search for the Job ID #117716 External Candidates please go to www.nyc.gov/careers Current NYC employees please go to www.nyc.gov/ess</p>		
<p>ALL APPLICATIONS MUST BE SUBMITTED VIA THE ONLINE PORTALS MENTIONED ABOVE. SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN INTERVIEW. ONLY CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.</p>		
POST DATE: 3/26/2013	POST UNTIL: Until Filled	JOB ID: 117716

The City of New York and the Department of Youth & Community Development is an Equal Opportunity Employer.