

THIS IS A YEAR ROUND TEMPORARY EMPLOYMENT PROGRAM

CIVIL SERVICE TITLE: Senior Field Supervisor	TITLE CODE NO.: 56101
OFFICE TITLE: Outreach Specialist	SALARY: \$13.35 to \$17.00 (Hourly)
DIVISION/WORK UNIT: Summer Youth Employment Program (SYEP)	WORK LOCATION: 161 William Street, New York, New York 10038
HOURS 35 Hours Per Week (Flexible Hours)	NUMBER OF POSITIONS: 20 (TEMPORARY)
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>Work Learn and Grow Employment Program:</p> <p>The <i>Work Learn and Grow Employment Program</i> is a Year Round Employment Program initiative. This initiative is more than a job placement program for youth - it is a valuable workforce skills development opportunity that incorporates the core elements of successful youth-employment programming which:</p> <ul style="list-style-type: none"> • Provides safe and well-supervised work experience to youth • Assist youth in identifying career interests and acquiring good work habits and skills • Engage youth over approximately six months <p>The objectives of the <i>Work Learn and Grow Employment Program</i> are to provide an employment experience that stresses the importance of workforce development and real-life labor expectations. The ability to provide greater awareness of the various support networks and programs available at community-based organizations (CBOs), and the opportunities for higher education, career instruction/exploration, financial literacy training and various academic and social supports.</p> <p>The Department of Youth and Community Development (DYCD) is seeking Outreach Specialists for this year round program 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 Outreach Specialist's major responsibility is extensive daily travel to "monitor/conduct" site assessments throughout all five boroughs to complete clear and accurate reports recording community program implementation as well as document findings. These reports will include details used as feedback to support findings and improve program implementation. All travels are conducted via public transportation using Wireless Monitoring Devices and applications.</p> <p>The Outreach Specialist will be responsible for providing accurate responses 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 program policies/procedures/rules/regulations/file review/audits and performing daily administrative functions as related to working in an office.</p>	
PREFERRED SKILLS:	
<p>Bachelor Degree preferred. 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; or 4. A satisfactory equivalent. 	
<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>	

To APPLY:

Search for the Job ID

#211655

External Candidates please go to www.nyc.gov/careers

Current NYC employees please go to www.nyc.gov/ess

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.

If you do not have access to a personal computer, please visit your local public library

POST DATE: 9/2/2015

POST UNTIL: FILLED

JOB ID: 211655

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