

2016 NYC SUMMER INTERNSHIP PROGRAM
NYC DEPARTMENT OF PROBATION
Juvenile Operations
33 Beaver Street
New York, NY 10004

CIVIL SERVICE TITLE: Summer College Intern	TITLE CODE NO.: 10234
OFFICE TITLE: Summer Intern/Youth Worker	SALARY: \$9.00 - \$13.27 Hourly
DIVISION/WORK UNIT: Juvenile Operations	WORK LOCATION: Citywide
HOURS: 35 Hours Per Week	NUMBER OF POSITIONS: Multiple

The New York City Department of Probation (DOP) helps build stronger and safer communities by working with and supervising people on probation, fostering positive change in their decision-making and behavior, and expanding opportunities for them to move out of the criminal and juvenile justice systems through meaningful education, employment, health services, family engagement and civic participation. We are located in every borough across the City and provide three core services-pre-sentence investigations, intake and probation supervision. In summary, DOP ensures that people who enter our system are supervised according to their risk level and receive the support and services they need to abide by the law and be an asset to their communities.

JOB DESCRIPTION

Juvenile Operations serves young people who have been arrested and are between the ages of 7 and 15 at the time of the alleged offense. A young person's disposition may include Probation supervision, which offers him or her chance to demonstrate an ability to function in the community, in part, by making positive behavioral changes and developing better decision-making skills in order to avoid further delinquent activity.

- Assist coordinator with the design, development and implementation of programming and curricula for leadership through arts and culture, health and wellness, and recreational activities.
- Implement daily activities including groups, organized games, team sports, free play, field trips and academic enrichment activities that promote summer learning.
- Assist Program Coordinator with various tasks.
- Attend any mandatory meetings or orientations on and off-site.
- Build strong and positive relationships with youth ages 14-17.
- Ensure the safety and well-being of the youth by adhering to the policies and procedures.
- Be a positive role model; "lead by example"; encourage educational success and appropriate behavior.
- Convey and enforce safety regulations at all times
- Collect and maintain comprehensive, up-to-date, and accurate records, including attendance.
- Complete duties as assigned by the supervisor.
- Maintain a positive and respectful attitude.

PREFERRED QUALIFICATION/SKILLS:

- Undergraduate Major: Social Work, Education or Counseling.
- Must be able to work summer months June thru August.
- Ability to work your scheduled hours five days a week during the summer months of July and August.
- Demonstrate leadership ability and possess an interest in working with youth (Ages 14-17).
- Bi-lingual English/Mandarin/Cantonese, English/French or English/Spanish a plus.

QUALIFICATION REQUIREMENTS:

As of June of the Program year the prospective intern must be a student matriculated in a college or be a recent college graduate (winter/spring term of the Program year). NOTE: Appointment to this title is only valid for the duration of the Program, June - August each year.

NOTE: STSJP funding/Summer CARES Program

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL

NEW YORK STATE RESIDENCY IS REQUIRED

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:

External Applicants: <https://a127-jobs.nyc.gov/>

Internal Applicants: Employee Self Service (ESS)

SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW

POST DATE: May12, 2016

POST UNTIL: Until filled

JVN #: 781-16-017

“THE CITY OF NEW YORK AND THE DEPARTMENT OF PROBATION IS AN EQUAL OPPORTUNITY EMPLOYER”