

CIVIL SERVICE TITLE: Senior Field Supervisor	TITLE CODE NO.: 56101
OFFICE TITLE: SYEP Senior Field Supervisor	SALARY: \$13.53 to \$18.85 (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: 10 (TEMPORARY)

JOB DESCRIPTION:

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.

SUMMER YOUTH EMPLOYMENT PROGRAM MISSION:

The Summer Youth Employment Program (SYEP) is more than a job placement program for youth - it is a valuable summer employment experience that incorporates the core elements of successful youth-development programming which includes:

- Adult support; training
- Guidance and skill development
- Engaging activities; real world tasks and goals
- Input from youth (peers), as well as reinforce decision making

The objectives of SYEP 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 career instruction, financial literacy training and various academic and social supports.

The Department of Youth and Community Development (DYCD) is seeking Senior Field Supervisors for 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 Senior 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.

In preparation for providing technical assistance and the development of programs, Senior Field Supervisors may be required to assist other program areas in finding viable programs. The Senior Field Supervisor 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.

Other responsibilities may include but are not limited to clearly communicating SYEP policies/procedures/rules and regulations/file review/audits. **Perform daily administrative functions as related to working in an office.**

PREFERRED SKILLS:

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. Bachelor Degree Preferred.

MINIMUM QUALIFICATIONS:

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.

**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.**

To APPLY:
**Search for the Job ID
181756**

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: 01/23/2015

POST UNTIL: Until Filled

JOB ID: 181756

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