

NEW YORK CITY DEPARTMENT OF PROBATION

GRANT FUNDED TEMPORARY JOB VACANCY

OFFICE TITLE: NYC Summer YouthWRAP Project Developer	SALARY: \$20.00 - \$30.00 per hour Commensurate with experience
DIVISION/WORK UNIT: Office of the Chief of Staff	WORK LOCATION: 33 Beaver Street, New York, New York 10004 and NYC Work Sites
HOURS: TBD/Flexible, April 1, 2013 through September 30, 2013	NUMBER OF POSITIONS 1

DESCRIPTION

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.

In response to the destruction caused by Superstorm Sandy, DOP launched NYC YouthWRAP (Weekend Restoration Assistance Program). Through NYC YouthWRAP, we are simultaneously helping young probation clients and contributing to the overall well-being of our City. Participants receive a stipend for their hard work, not to mention an impressive addition to their resume or college application. Two DOP staff is serving as coaches and role models with each team of 10-12 youth participants. NYC YouthWRAP serves two broad purposes: help recovery efforts by working on community-benefit projects and provide a weekend service program for youth on probation. The program is designed to help youth build life and career readiness skills while providing an opportunity to give back to their larger community. For the weekends during the period January 5 through June 30, 2013, young probation clients are working on Sandy restoration projects. Beginning in July, YouthWRAP will transition to Summer Youth WRAP (Workforce Restoration Assistance Program.) NYC Youth Summer WRAP is a 7 week program for probation clients that will continue the tradition of assigning teams of youth to assist with storm damaged projects.

DOP is recruiting for a Project Developer to identify, organize and coordinate projects and assignments for NYC Summer YouthWRAP. Duties will include but not be limited:

- Outreach to partners such as NYC Parks Department, Economic Development Corporation and NYCService and private sector employers to identify storm-related projects
- Visit all proposed project worksites to determine suitability for the summer program
- Work with the YouthWRAP Coordinator to assign teams of 10-20 to each project
- Coordinate with DOP staff that will visit projects ongoing provide guidance and support to participants and project hosts
- Assist with telephone and email communications with participants and parents to resolve stipend/work site/other problems or answer questions related to the program.
- Provide ongoing support and communication to project hosts, program participants and DOP staff on the program including the preparation of summary reports and similar documents for DOP Staff

QUALIFICATION REQUIREMENTS:

A baccalaureate degree or currently enrolled in a degree program and demonstrated relevant experience.

PREFERRED SKILLS:

- Be highly motivated and well-organized
- Familiar with Volunteer community and Community Benefit projects
- Have an understanding of the vision and mission of the New Model of NYC Probation
- Ability to work independently and at the same time as a member of a team.
- Demonstrate excellent interpersonal and team building skills, proven ability to develop strong partnerships and manage community outreach.
- Ability to multi-task and travel to the various proposed worksites.
- Excellent verbal, writing, math and interpersonal skills required. Must be proficient in Microsoft Office Word/Excel.
- Demonstrated work proficiency with the Internet.

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:

work@probation.nyc.gov

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

POST DATE: March 13, 2013

POST UNTIL: Filled

JVN #: 781-13-GRANT

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