

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Field Supervisor	TITLE CODE NO.: 56099
OFFICE TITLE: Summer Youth Employment Program (SYEP) Field Supervisor	SALARY: \$485.90 per week (\$422.52 per week with less than two years of City service)
DIVISION/WORK UNIT: Summer Youth Employment Program Unit	WORK LOCATION: 156 William Street, New York, New York 10038
HOURS 35 hour per week (<i>schedule will be determine by supervisor</i>)	NUMBER OF POSITIONS: **LIMITED Number of <i>Temporary</i> Field Positions

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 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.

DYCD's 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.

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
- Observe the registration of participants into the program
- Prepare registration forms and secure all necessary registration material
- Monitor the programs and conduct site assessments
- Provide assistance to participants, parents, worksites, and DYCD contractors to help resolve SYEP related problems, and should be capable of answering questions related to the program and application process
- Respond to inquiries and clearly communicate SYEP policies/procedures/rules and regulations/ file review/audits

Please note this position requires extensive field work throughout the five boroughs of New York City, field supervisors will be required to travel via public transportation.

PREFERRED SKILLS:

- Excellent verbal, writing, math and interpersonal skills required
- Must be proficient in Microsoft Office Word/Excel 2003
- Demonstrate Internet proficiency

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.

**APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL
NYC RESIDENCY REQUIRED WITHIN NINETY (90) DAYS OF APPOINTMENT**

APPLY, PLEASE SUBMIT RESUME AND COVER LETTER (INCLUDE JVN #) TO:

Karen Alexander, Assistant Commissioner
Office of Support Services
NYC Department of Youth and Community Development
156 William Street, 3rd Floor
New York, New York 10038
Or e-mail Opportunities@dycd.nyc.gov
Visit www.nyc.gov/dycd

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

POST DATE: 3/13/09	POST UNTIL: Filled	JVN #: 261-09-033 SYEP
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The City of New York and the Department of Youth & Community Development is an Equal Opportunity Employer.