



Date Developed:	March 2016
HR Review Date:	March 2016

JOB DESCRIPTION/JOB POSTING
AN EQUAL OPPORTUNITY EMPLOYER M/W/D

DEPARTMENT:	Parks and Recreation Community Service Department
DIVISION:	Youth and Family Services Division
POSITION TITLE:	Mayor's Summer Youth Employment Program Assistant(MSYEP)
JOB TYPE:	Seasonal
PAY GRADE/RANGE:	\$18.00 per hour* - \$22.00 per hour
FLSA STATUS:	Non-Exempt
CIVIL SERVICE STATUS:	Exempt
OPENING DATE:	
CLOSING DATE:	

*Starting salary depends upon qualifications but, in most cases, is no higher than the midpoint for the range.

NATURE OF WORK:

Under the direction of the Youth and Family Services Division Manager, independent judgment and expertise are required in working with youth, young adults, and their families. The role involves providing staff support in collaboration with the Youth and Family Services Program Coordinator, the Mayor's Summer Youth Employment Program staff and other workforce development initiatives focused on violence prevention. Key responsibilities include assessing the needs and eligibility of youth and their families for services related to the Mayor's Summer Youth Job Fair, and collaborating with schools, recreational programs, and other social service agencies. Additionally, the position will help organize co-lead recruitment and onboarding efforts, and assist in facilitating the orientation for youth participants.

ESSENTIAL FUNCTIONS (Specific assignment will include some or all of the following):

- Collaborate with staff to assess program effectiveness and contribute to ongoing improvements.
- Serve as a point of contact for youth participants and employer partners, answering inquiries and providing logistical assistance.
- Support the recruitment, onboarding, and orientation processes for youth participants.
- Assist in the planning, coordination, and execution of Mayor's Summer Youth Employment Program (MSYEP) initiatives and events, working closely with City of Evanston staff, employer partners, and youth participants to ensure smooth daily operations and provide administrative and logistical support.
- Contribute to the development of the Mayor's Summer Youth Employment Program curriculum, facilitating high-quality course material and relevant topics tailored to youth and young adult audiences, with a focus on sector-specific career pathways.

MINIMUM REQUIREMENTS OF WORK:

- Must possess a high school diploma or GED. Some college or trade school experience is preferred.
- Must possess six (6) or more months of experience working with teens in a supervisory, educational, or recreational setting.
- Must possess a valid driver's license and a safe driving record.
- Must be able to begin training in late May, with full-time hours starting in early June and continuing through late August.
- Must be able to complete the entire 10-week YEP summer program.
- Knowledge, skills, and abilities in the following areas:
 - Ability to work with, mentor, and supervise youth.
 - Knowledge of materials, methods, tools, and equipment used for tasks such as repairing and painting surfaces, caring for flowers, identifying and removing weeds,

- lawn maintenance, and general public clean-up.
- Ability to read, understand, and follow instructions for the safe use of paint supplies, tools, and hand tools.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, youth, and the public.
- Strong communication skills, with the ability to greet and interact with the public in a courteous and professional manner.
- Ability to read, understand, and interpret maps to locate addresses within the City of Evanston.
- Ability to multi-task and handle various duties, requests, and responsibilities efficiently.

PHYSICAL REQUIREMENTS OF WORK:

Ability to work primarily indoors and is occasionally subject to outdoor environmental conditions without adequate protection from weather conditions or temperature changes. The employee performs tasks related to programs outdoors. Weather can be hot in the summer, etc., while fall and spring can be cool/cold. Employees should be able to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force consistently to lift, carry, push, pull, or otherwise move objects, including the human body. You can lift, reach, handle, finger, kneel, bend, stand for long periods, talk, hear, feel, smell, climb, maintain balance, stoop, crouch, crawl, and see the nature of objects by the eye.

SUPERVISION:

This position reports to the Youth and Family Services Division Manager, who outlines work assignments, monitors progress, and reviews completed tasks. The role works closely with the Youth and Family Program Coordinator to assist in integrating youth development best practices as appropriate. Guidance is provided based on strategic plan goals, City Code, City policies and procedures, relevant state and federal laws and regulations, and various resources related to positive youth development, ensuring that program objectives are achieved. Performance is evaluated monthly based on progress toward goals, leadership abilities, communication skills, customer service, and effectiveness in working with employees at all levels, elected and appointed officials, community groups, and the general public, with a focus on youth and youth-oriented organizations.

PUBLIC CONTACT:

The employee has regular and frequent contact with department and division employees and other City employees; regular contact with individual youth young adults and their families in the community, including Districts 65 and 202, Student Council members, the Youth Advisory Committee, community organizations.

SELECTION METHOD

Structured Oral Interview

TYPE OF ELIGIBILITY LIST

LIFE OF ELIGIBILITY LIST

To apply for this position, please apply online at www.cityofevanston.org on or before the closing date.

Chosen candidates will be required to provide proof of the licenses, certifications, and education required for this position. They will also be subject to qualifying pre-employment processes, including a medical examination, drug/alcohol screen, employment verification, DCFS check, and criminal background check.

The City of Evanston is an equal opportunity employer and ensures against discrimination in employment based on a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact Human Resources at 847-448-8204 (voice) or 847-448-8052 (TTY).