

Susquehanna Workforce Network, Inc.

Position Description

Job Title: Summer Part-time Youth Assistant

Summary: This position will assist in the operations of summer work experiences for youth. June 2022- August/September 2022, 20 hours per week.

Essential Job Functions

Youth Orientations

- Assist in the orientation of youth and Worksite Supervisors

Youth Worksite Operations

- Assist with the placement of youth assigned to a worksite
- Assist in the collection of youth timesheets and Performance Evaluations from the worksites
- Assist the Youth Work Experience Specialist in liaison functions between the youth/worksites and the Susquehanna Workforce Network(SWN)

Knowledge, Skills, Abilities

1. Knowledge, skills, and abilities in working with youth and young adults
2. Knowledge, skills and abilities in human relations and strong communication skills
3. Knowledge, skills and abilities to communicate effectively orally and in writing with youth, vendors, county organizations, and others within and outside of the organization
4. Skills and ability to organize, plan, and execute work with minimal supervision
5. Ability to use the computer and standard business software
6. Ability to present information in a workshop setting
7. Ability to maintain confidentiality of customer information

Required Qualifications

Training and/or Education: High School Diploma.

Experience: Experience related to services to youth and young adults, computer skills

Licenses or Certificates: Driver's Licenses

Work Environment

Physical Demands

Work is primarily performed in an office setting, but local travel is required.

FLSA Status

Non-exempt, temporary

2021