

Summer Youth Employment Program (SYEP) Counselor 1

Job Description

Seasonal Employment: 6/25/2025 – 8/29/2025

Base Wage: \$18.00 per hour

Hours: 35 hours per week

Job description:

- Assures that child labor laws, federal and state regulations and Oswego County Workforce New York Summer Youth Employment Program (SYEP) policies are adhered to and that every effort is made to ensure the safety of the participants.
- Attempts to resolve worksite problems and informs OCWNY staff of those situations.
- Picks up time sheets and reviews them for accuracy.
- Accurately complete case notes, contact sheets, critical incident reports, counselor reports and Worker's Compensation reports as appropriate.
- Facilitates the educational component of the program by providing academic and / or work readiness enrichment activities to participants.
- Attends staff meetings and collaborates with OCWNY staff as needed.
- Delivers, and obtains signatures on work site agreements.
- Refers participants to other appropriate services (e.g. GED preparatory training, vocational education, or similar labor market preparatory activities).
- Assists with enrollment paperwork and orientations.
- Regular check-ins with youth participants placed at community worksites to ensure their successful completion.
- Regular communication with worksite supervisors to discuss issues / concerns with participants.
- Traveling between worksites to collect needed paperwork or to conduct meetings with youth & worksite supervisors.
- General clerical duties including but not limited to phone calls, sending emails, copying, scanning, and faxing.
- Completes exit interviews for each participant.

Minimum Qualifications:

Minimum qualifications include completion of one year of college or 2 years of professional experience working directly with youth. Preference will be given to candidates with experience instructing/working with youth aged 14 years and older. Position requires the ability to work independently and in a group. Candidate must have sound judgment and possess a basic understanding of safe work habits. Must also be flexible as job responsibilities may change depending on program need. Must have valid driver's license and be available for the duration of the summer program.

To apply:

Download the Oswego County employment application at:

www.oswegocounty.com/humanresources/forms

Applications can be submitted by mail OR email to the addresses listed below:

Attn: SYEP

Oswego County Workforce New York Career Center

200 North Second Street

Fulton, N.Y. 13069

Email: ocwny@oswegocounty.com