

Summer Youth Employment Program (SYEP) Counselor 2

Job Description

Seasonal Employment: 5/11/2026 – 8/28/2026

Base Wage: \$20.50 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.
- Assists Counselor 1 staff in resolving worksite problems and informs OCWNY staff of those situations.
- Assists with the review of time sheets to ensure accuracy & may also need to assist in the pickup of time sheets
- Accurately complete case notes, contact sheets, critical incident reports, counselor reports and Worker's Compensation reports as appropriate.
- Reviews Counselor 1 staff notes and paperwork to ensure accuracy.
- Develops educational component of the program by providing Counselor 1 staff with academic and / or work readiness enrichment activities to present to participants.
- Attends staff meetings and collaborates with OCWNY staff as needed.
- Assists OCWNY staff to place participants at appropriate worksites based on their interests, age and location.
- Assists Counselor 1 staff in making appropriate referrals for participants to other appropriate services (e.g. GED preparatory training, vocational education, or similar labor market preparatory activities).
- Assists with enrollment paperwork and orientations.
- Prepares worksite agreements, obtains signatures & provides overview of program to sites.
- Contacts youth participants & worksite supervisors to discuss issues/concerns.
- Traveling between worksites throughout the community 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.
- Purchases supplies needed for the summer program.
- Completes exit interviews for each participant.

Minimum Qualifications:

Minimum qualifications include completion of two years of college AND 2 years of professional experience working directly with youth OR 4 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 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@oswegocountyny.gov