

SUMMER COUNSELOR, SUMMER INTERN, OSWEGO COUNTY CONSERVATION CORP (OC3) CREW LEADER

To apply for any of the above positions 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

Phone: 315-591-9000
Fax: 315-591-9047

Email: ocwny@oswegocounty.com

Please direct any questions regarding these positions to the phone number or email listed above.

Summer Youth Employment Program (SYEP) SUMMER COUNSELOR

JOB DESCRIPTION

Seasonal employment: 6/27/2022 - 8/26/2022

Base Wage: \$17.00. /hr.
Hours: 35 hrs / week

Visits each participant and worksite supervisor a minimum of once per week. Assures that child labor laws, and 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 the program coordinator of those situations. Picks up time sheets and supervisor evaluations and completes contact sheets, critical incident reports, counselor reports and Worker's Compensation reports as appropriate. Facilitates educational components. Attends staff meetings and participates in client staffing with the Workforce New York administrators and staff as needed. Delivers, and obtains signatures on work site agreements. Refers participants to other appropriate services (e.g. TASC preparatory training, vocational education, or similar labor market preparatory activities). Completes exit interviews for each participant. Provides academic and / or work readiness enrichment activities to participants; such as: workshops to teach labor market attachment skills and similar instructional tasks. Performs other related duties as required or assigned by supervisory staff.

Additional duties may include phoning each participant to remind of enrollment meetings; conduct said meetings; contacting employers for approval of placements; educating worksite supervisors regarding program rules and regulations and child labor laws; delivering contracts; assisting with enrollment paperwork; handling some incoming phone calls.

Minimum qualifications include completion of four years of college, or completion of two years of college with one year of relevant work experience. Preference will be given to candidates with experience instructing/working with youth and young adults aged 14 years and older. Candidates must have the ability to work independently and must possess basic problem resolution skills. Must have valid driver's license.

Summer Youth Employment Program (SYEP) SUMMER INTERN

JOB DESCRIPTION

Seasonal employment: 5/16/2022 - 8/26/2022

Wage: \$14.25 /hr.

Hours: 35 hrs / week

Preference will be given to candidates with experience in computer data storage and retrieval systems and office machinery, customer service and basic accounting, reading and math skills. Candidates must have the ability to work independently and possess basic problem-solving skills.

Duties include but are not limited to:

Handle phone calls from the general public to provide basic program information; Assist with making appointments and arrangements for offsite sessions; Return phone calls; Log folders, maintain records and prepare reports; Compose and mail written and electronic correspondence; Assist with orientation and informational sessions; Assemble packets of information; Assist with routine paperwork; Data entry.

Additionally, duties may include phoning each participant to remind of enrollment meetings; assisting with enrollment paperwork; and other related office and clerical duties as assigned by supervisor.

Oswego County Conservation Corp (OC3) CREW LEADER

JOB DESCRIPTION

Seasonal employment: 6/30/2022 - 8/19/2022

Base Wage: \$16.00 / hr.

35 hours / week

Participates in pre-program training. Supervises and/or instructs up to eight crew workers involved in construction and maintenance of trails, clearing and beautifying designated areas and building and/or erecting signs, birdhouses, fences, etc. Teaches worksite safety, including the proper use of hand and power tools. Reinforces the need for-and advantages of teamwork on the job. Emphasizes various job keeping behaviors such as following directions, observing established work hours, abiding by dress codes. Maintains a daily log of activities and completes supervisor reports and any other paperwork deemed necessary and relevant by the OC3 director or Youth Works staff. Promptly reports all accidents or disturbances to OC3 Director or Youth Works staff. Cooperates with Youth Works counselors providing enrichment activities at the worksite. Attends staff meetings. Ensures timesheets are complete and accurate and submitted in a timely manner. Refers participants to other services (e.g. High School Equivalency studies). Conducts exit interviews for each participant. Performs other related duties as required.

Minimum qualifications include completion of one year of college or 2 years of professional experience in a trade. Preference will be given to candidates with experience instructing/working with youth aged 14 years and older. Position requires the ability to work independently to plan training activities and instruct OC3 participants. Candidate must have sound judgment and possess a basic understanding of safe work habits as related to OC3 projects. Must have valid driver license and be available for the duration of the summer program. May drive agency van to transport youth and / or materials to work sites.