

Summer Youth Employment Program (SYEP) Counselor 1

Job Description

Seasonal Employment: 6/24/2024 – 8/30/2024

Base Wage: \$18.00 per hour

Hours: 35 hours per week

All Counselor 1 employees:

- 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 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 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.
- Completes exit interviews for each participant.
- General clerical duties including but not limited to phone calls, sending emails, copying, scanning, and faxing.

Counselor 1 employees either work directly on Oswego County Outdoor Recreational sites or they work with several community worksites across the county. The recreational worksites are nature trails and parks owned by Oswego County. The community worksites are various public and private sector businesses located across Oswego County, that the SYEP places youth for this program.

- **Counselor 1 – Recreation worksites**
 - In addition to the job duties listed above, Counselors placed on recreational sites are responsible for:
 - Daily supervision of 8-10 youth ages 14-20 placed on nature trails & parks
 - Ensuring the safety of youth participants on the nature trails & parks
 - Teaching and working alongside youth participants to complete various tasks at the sites including but not limited to: Raking, picking up sticks, mulching, building bird houses and foot bridges
 - Counselor 1 employees receive direction & assistance from Counselor 2 and the Senior employment staff at OCWNY
- **Counselor 1 – Community worksites**
 - In addition to the job duties listed above, Counselors placed at community worksites are responsible for:
 - 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

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