

# Summer Youth Employment Program (SYEP) Counselor 2

## Job Description

Seasonal Employment: 6/10/2024 – 8/30/2024

Base Wage: \$20.00 per hour

Hours: 35 hours per week

### All Counselor 2 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.
- 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.
- Delivers, and obtains signatures on work site agreements.
- 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.
- Completes exit interviews for each participant.
- General clerical duties including but not limited to phone calls, sending emails, copying, scanning, and faxing.
- Purchases supplies needed for the summer program

Counselor 2 employees either oversee Oswego County Outdoor Recreational sites and Counselor 1 staff placed at those sites or they oversee Counselor 1 staff who work with 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 in Oswego County, that the SYEP places youth for this program.

- **Counselor 2 – 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
    - Develop and execute projects for nature trails with the assistance with OCWNY staff and Oswego City-County Youth Bureau
    - Completes inventory on supplies needed for projects
- **Counselor 2 – Community worksites**
  - In addition to the job duties listed above, Counselors placed at community worksites are responsible for:
    - Contacts youth participants to discuss issues/concerns on worksites
    - Communicates with worksite supervisors to discuss issues / concerns with participants
    - Traveling between worksites throughout the community to collect needed paperwork or to conduct meetings with youth & worksite supervisors

- Prepares worksite agreements & obtains signatures from worksite personnel
- Provides overview of expectations to each worksite

**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](http://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](mailto:ocwny@oswegocounty.com)