



POSITION ANNOUNCEMENT

Worksite Monitor

AAWDC Summer YouthWorks!

AAWDC is a 501(c)(3) Corporation and is the bridge between understanding what businesses need and preparing citizens to meet those needs through career development strategies.

AAWDC is seeking Worksite Monitors to serve as the direct liaison between the employment sites for the Summer YouthWorks! Program and the interns who will be participating.

The AAWDC Summer YouthWorks! (SWY!) Program provides six weeks of work readiness training and employment to young adults between the ages of 16 to 21.

Primary Responsibilities

- Serve as the liaison between employers and interns and maintain positive relationships with the employment worksites.
- Conduct weekly site visits to monitor internship activities and address any employer concerns through weekly written worksite assessments.
- Ensure intern timesheets are completed and submitted correctly, accurately and by the expressed deadline.
- Problem-solve, mediate, and coach interns around work-related issues that may arise at the worksite.
- Serve as a mentor to interns during the program by supporting positive behavior, work skills development, and instruction on life skills.
- Maintain intern files that include case notes and other information pertinent to the daily activities of the assigned group of interns.
- Facilitate or co-facilitate programmatic activities, as requested.

Minimum Qualifications

The successful candidate should have:

- Completion or active pursuit of college degree
- A minimum of two years' experience working with young adults
- Strong organizational skills and attention to detail
- Ability to serve as a strong role model, providing guidance to young workers, and mediate conflict as needed
- Strong communication and presentation skills
- Must own a vehicle and have the ability to travel independently to worksites and interact professionally with businesses
- High energy and enthusiasm

How to Apply

This is a seasonal position. We are seeking a total of four Monitors that will begin part-time in early June to attend key orientations, (TBD). From June 22 – August 8, 2018, the full-time rate is \$23/hour for a 30-hour work week.

Please email a resume and cover letter indicating your availability to jobs@aawdc.org by May 18, 2018.

Anne Arundel Workforce Development Corporation is an Equal Opportunity Employer