



VACANCY ANNOUNCEMENT

Worksite Monitor, Summer Youth Employment Program

Anne Arundel Workforce Development Corporation (AAWDC) is a nationally recognized, innovative workforce development organization that provides high quality workforce development services to drive purposeful change in Anne Arundel County and across Maryland. AAWDC is the bridge between understanding the workforce and talent development needs of local and regional businesses and preparing individuals to meet their full career potential. AAWDC's vision, mission, and core values are at the heart of the way the organization achieves success.

We are seeking five seasonal **Worksite Monitors** to act as a direct liaison between AAWDC and our employment sites for the Summer YouthWorks! (SYW!) Program. SYW! provides six weeks of work readiness training and employment to young people ages 16 to 21.

Primary Responsibilities

- Act as a liaison and maintain positive relationships between AAWDC and employment worksites.
- Conduct weekly site visits in order to interact with SYW! participants and conduct written worksite assessments.
- Ensure participant time sheets are completely, correctly and accurately filled out and communicate with Payroll Coordinator to resolve any issues; visit worksites to collect time sheets on a weekly basis.
- Problem-solve, mediate, and coach young people around any issues that may arise at the worksite.
- Serve as a mentor to participants during Summer Youth Employment process by supporting positive behavior, work skills development, and teaching life skills to youth.
- Assist with enrollment process and file keeping.
- Facilitate or co-facilitate pre-program orientation and on-going educational workshops, as requested.

Minimum Qualifications

The successful candidate should have:

- Completion or active pursuit of college degree
- At least one year or two summers experience working with adolescents or young adults
- Organization and attention to detail, including ability to triple check time sheets and documents for accuracy and completion
- Ability to serve as a strong role model, provide guidance to young workers, and mediate conflict as needed
- Experience and skills facilitating active workshops on a wide variety of employment readiness topics
- Ability to travel independently to worksites and interact professionally with a wide variety of constituents
- Enthusiasm and willingness to learn

How to Apply

Seasonal: up to four positions will begin part-time in early June. Rate is \$23/hour, and position lasts until mid-August. Please email a resume and cover letter indicate your availability to jobs@aawdc.org by April 15, 2017.

Anne Arundel Workforce Development Corporation is an Equal Opportunity Employer