



CITY OF ALBANY
ALBANY'S LIGHT SUMMER YOUTH EMPLOYMENT PROGRAM
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COMMISSIONER

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SYEP 2023 Summer Employment Coach Job Description

For over 40 years the Summer Youth Employment Program (SYEP) has served as a way to introduce youth into the labor market, helping them to acquire skills used to improve school performance and become responsible adults. The Albany "LIGHT" program will provide youth ages 14-18 with summer employment training opportunities and experiences that will enable them to compete in the local economy and global market. "LIGHT" stands for Learning Initiatives Gaining Headway Together. Albany LIGHT's youth will be working with hundreds of worksites over the course of five weeks to build practical lifelong skills.

The SYEP Summer Employment Coach position is seasonal. Coaches will work independently and collaboratively with our various partners and have a solid connection with our youth. Conflict resolution skills are a must. The ideal candidate(s) will possess excellent management, communication, organizational, administrative, and time management skills. Candidates must be able to work independently within the scope of the program's needs. Coaches must understand the importance of the program and be fully committed to its success.

Work duties may include, but are not limited to:

- Serve as the point person between youth employees and worksites;
- Model appropriate behavior and professionalism;
- Implementation and facilitation of the Albany "LIGHT" youth development curriculum;
- Community outreach to ensure the program's success;
- Collaboration with Albany LIGHT program partners, including law enforcement, community-based organizations, and city and county departments.

Desired Experience:

- Strong interest in helping the City of Albany's youth and have a knowledge of the local area;
- Experience in family, youth, or community-based program implementation or a minimum of two years of professional experience in working with families, youth community organizing, or program development;
- Ability to work in a fast-paced environment;
- Ability to work cooperatively and effectively with others to set goals and resolve problems.

Additional Requirements:

- Valid driver's license and reliable transportation;
- Ability to engage in labor-intensive activities;
- Ability to use multiple virtual platforms (Google Suite, Zoom, Microsoft Teams and etc.).

Program information:

Albany's LIGHT Summer Youth Employment Program will run Monday, July 10th through to Friday, August 11th, Monday thru Friday 8:30 am to 4:30 pm. Coaches must be able to work the entire program. Coaches will report to the SYEP office and submit daily activities. Additionally, coaches will be expected to attend orientation/training during the week of Wednesday, July 5th to the 7th; the actual training schedule is TBD. SYEP Coaches will also be required to facilitate group activities, lead workshops and assist presenters during enrichment sessions from July 10th thru July 14th.

Salary:

- Salary will be compensated at \$20.00 per hour for a total of no more than 35 hours per week. This position is seasonal: Wednesday, July 5th to Friday, August 18th, 2023.
- **Application Deadline:** Applications must be submitted on or before Friday, May 12th, 2023.

Equal Opportunity Employer: The City of Albany and Albany's LIGHT Summer Youth Employment Program provides equal employment opportunities for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.