



DEPARTMENT OF YOUTH AND WORKFORCE SERVICES
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SYEP Summer Employment Coach Job Description

For over 30 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.

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 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 a 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, city and county departments.

Desired Experience:

- Strong interest in helping the City of Albany’s youth and knowledge of 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 11th through run until Friday, August 12th Monday thru Friday 8:30am to 4:30pm. Must be able to work the entire program. Coaches will report to SYEP office and submit daily activities. Additionally, coaches will be expected to attend orientation/training during the week of Tuesday, July 5th to 8th; actual training schedule TBD. SYEP

Coach's will also be required to facilitate group activities, lead workshops and assist presenters during enrichment sessions each Friday (July 15th, 22nd, 29th and August 5th), during the program.

Salary:

- Salary will be compensated at \$17.00 per hour for a total of no more than 35 hours per week. This position is seasonal: Tuesday, July 5th to Friday, August 19th, 2022.
- **Application Deadline:** Applications are due on are before Friday, April 15th, 2022.

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 of disability.