

## **SITE MONITORS-SUMMER YOUTH**

**DISTINGUISHING FEATURES OF THE CLASS:** The City of Albany is seeking to hire Site Monitors who will play an active role in observing and monitoring activities of Summer Youth Employment Program (SYEP) participants. The Site Monitor will be expected to prioritize assignments and be able to take initiative. The candidate must have a proven track record in customer service.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Travel within the City of Albany to conduct site visits;
- Prepare weekly assessment reports in detail and concise manner that reflect field observations;
- Collect timesheets on a weekly basis and ensure completion with accuracy;
- Cooperate and maintain a working relationship with the assigned worksite supervisors;
- Communicate with the Program Director and worksite supervisors regarding any conflicts with worksite assignments;
- Assist with weekly education workshops for 50-75 participant files, timesheets and evaluations;
- Attend all related meetings, trainings and supervisions as required;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Effective communication skills, both oral and written form;
- Excellent organizational skills essential to maintain accurate records;
- Ability to multitask and meet deadlines;
- Interact professionally with participants, staff, clients and community partners in a professional manner;
- Work collaboratively with other team members to meet common goals;
- Sensitivity and awareness to different cultures;
- Conduct himself/herself as a professional at all times as per City of Albany's policy on conduct, appearance and adherence to the overall organizational policy;
- Proficient Microsoft Office Suite computer knowledge (Excel, Powerpoint)
- Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- A. Completion of a minimum of thirty (30) semester credit hours in a regionally accredited or New York State registered college or university and one (1) year of experience related to customer service or administrative duties; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience as described in (A) above.