

City of Lowell
Job Posting
Please Post ~ March 25, 2015
Deadline ~ April 8, 2015
Career Center of Lowell
Assistant Summer Coordinator
(Temporary-Seasonal, Full-Time)

Job Title: Assistant Summer Coordinator (Temporary, Seasonal) (2118)
Department: Career Center of Lowell
Reports to: Career Center Manager
Salary: \$14.00 hr (min) to \$15.00 hr. (max); Grant Funded
Tentative Start Date: May, Full-time when school ends.

SUMMARY

The Assistant Summer Coordinator is responsible for the administration of activities associated with the Summer Young Adult Employment Program, as part of the summer work experience component of The Career Center of Lowell. The Summer Young Adult Employment Program is a grant funded program, with the primary goal of getting youth ages 14-21 into summer jobs so that they earn a paycheck, develop work readiness skills, learn about the world of work, and develop effective work habits and behavior.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist Career Center management in the young adult recruitment, placement and supervision of the work experience component. Coordinate information, communications, and resources among program partners and community stakeholders.
- Assist CCL Manager in overseeing daily program operations and supervision of summer counselors to ensure the following tasks are completed: time sheet distribution and verification of hours on worksite, participant check distribution, weekly activity reports, and review of status of Mass Work Based Learning Plan during the two evaluation periods.
- Visit worksites and ensure that the needs of the worksites and the enrollees are being addressed. As necessary, verify hours worked by counselors and enrollees as required on time sheets. Assist Counselors in resolving worksite problems such as non-compliance with worksite agreements and appropriate regulations.
- Assure compliance between the duties in the worksite agreement and the work the youth is actually performing. Assure there is sufficient meaningful work to fulfill the assigned hours.
- Responsible for entry of young adult eligibility, demographic information, worksite placement and ongoing progress of young adult in the YW database.
- Report all violations of Child Labor Laws to the Career Center of Lowell, and subsequently document this action in a formalized report.
- Coordinate work readiness activities, which may include financial literacy, communications, conflict resolution, appropriate workplace behavior career planning, and resources, etc.
- Consult with Young Adult Department staff in any area that constitutes an emergency situation with a young adult. Responsible for the reporting of all work related injuries involving young adults in the assigned geographic area **(In a case of injury all young adults**

are to be taken to Lowell General Hospital immediately for treatment. Emergency treatment authorization is present in all youth files).

- Responsible for timesheet collection in a timely manner, which will allow adequate time for payroll processing to the City of Lowell Auditor's Office. Responsible for the preparation of all payroll adjustment on youth.
- File Disciplinary and Termination Reports on youth as needed.

COST ALLOCATION CLASSIFICATION

The person occupying this position must document and be able to support appropriate allocation of their time. The guidelines to be followed shall be the allocation plan of the City of Lowell/Career Center of Lowell. This position is funded through the administrative allocation of all Agency State and Federal Grant funding sources.

QUALIFICATIONS

Strong computer skills in Microsoft Office/Database entry required. Knowledge of community resources is a plus. Valid driver's license and excellent driving record as well as access to their own vehicle required. Bilingual abilities in Spanish or Khmer are a plus. Must have experience working with the public and possess strong written and verbal skills.

EDUCATION AND/OR EXPERIENCE

At a minimum, a college student enrolled in an undergraduate program. Must have experience working with the public and possess strong written and verbal skills.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and/or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rates, ratios and percentages based on established guidelines published by the State and/or Federal government.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of information and instructions furnished in written, oral, diagram, or graphic form.

OTHER SKILLS & ABILITIES

Ability to understand and be sensitive to the needs of the economically disadvantaged youth. Ability to develop and maintain effective working relationships. Ability to plan, schedule and execute assigned tasks.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee is occasionally required to walk, sit, reach with hands and arms, and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock (electrical outlets). The work environment is very fast paced. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ April 8, 2015. Applicants may also send resume with cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer