

## **Workforce Development Intern**

We are seeking an Intern for Ontario County Workforce Development. This is a temporary/seasonal, full-time, summer position, May-August. Schedule is Monday-Friday, day shift hours with occasional evening coverage. This position will assist with the implementation of the Summer Youth Employment Program and may assist with other Workforce Development programs.

The Ontario County Summer Youth Employment Program is an opportunity for eligible youth ages 14 – 20 to participate in paid work experience, workshops and educational opportunities in which youth learn new skills, set goals, gain real life work experience and earn a wage. Employment experiences are matched according to skills, interest, need, availability, location, and transportation. Business and college tours are offered to educate and inform youth of local employment opportunities and career pathways.

### **Responsibilities and Duties may include:**

- Review applications and determine eligibility for the program
- Help facilitate workshops: 1<sup>st</sup> Impressions, Orientation and Payroll
- Provide assistance with employment paperwork
- Present program orientation to agencies and businesses throughout the county
- Assist with recruitment events to attract both youth and worksites
- Worksite monitoring visits to ensure compliance and ensure safety of SYEP youth participants
- Assist with time sheet calculations and payroll management
- Supporting both the youth and the worksites, addressing youth behavior issues as needed
- Provide overall case management services to enrolled program participants
- Write case notes to document progress with SYEP participants.
- Help organize and chaperon business trips
- Data entry for youth demographics of applications and end of summer reports

### **Qualifications and Skills:**

- Ability to work and communicate well with young people, school administrators, community partners, families and private employers
- Must be able to work well under pressure, in a fast-paced environment, with different goals and deadlines

- Must be able to provide guidance and mentoring of appropriate employment behaviors
- Must display necessary maturity and confidentiality to the clients we serve
- Strong oral and written communication, time management and organizational skills are necessary
- Proficiency in Microsoft Office suite and other standard business technology is required

**Preference in fields of study:**

- Human Services
- Psychology
- Sociology
- Chemical Dependency
- Criminal Justice
- Childhood Education
- Vocational Counseling