



Job Description

Job Title: Youth Specialist
Program: MPLOY Youth Summer Work Experience
Location: Memphis Office of Youth Services
Pay: Hourly

Minimum Qualifications: Must have a bachelor's degree or at least 55 college semester hours and currently be enrolled in college; or any combination of experience or training which enables one to perform the essential job functions. Also must be able to work a flexible schedule, which consists of full-time hours. Must be able to work within the program dates of May-August. Working knowledge of Microsoft Office Word, Excel, and PowerPoint is strongly preferred. Must possess a valid driver's license.

How to Apply: Please submit a resume and cover letter via email to the Program Manager at MOYSmgmt@memphistn.gov.

Summary of Position: The Youth Specialist will assist in the development, implementation and evaluation of the MPLOY. The primary responsibility involves organization and facilitation of program related activities at designated MPLOY worksites. This includes, but is not limited to, managing a caseload of students, maintaining attendance, collecting timesheets, keeping other program related records and employment resources, working with program participants, businesses, and representatives to achieve MPLOY goals, and assisting in evaluating the program.

Supervisor: Youth Specialist's activities will be supervised on a daily basis by the Memphis Office of Youth Services' MPLOY Job Developer and Program Manager.

Organization: The City of Memphis

Program Responsibilities:

- Serves as lead facilitator for implementation of MPLOY at designated worksites and liaison with local employers
- Be a positive leader for students
- Develops and maintains strong business relationships, by site visits and continuous verbal and/or written communication to ensure quality service
- Works with companies/organizations to place program participants in vacancies and ensure customer satisfaction
- Maintains records and other program information for evaluation purposes
- Creates and provides detailed reports to outline weekly monitoring and progress updates
- Monitors job development processes to ensure activities are adequately and efficiently executed and are in compliance with the Department of Labor guidelines
- Assists in planning, marketing and executing the social, cultural, educational and recreational programs based on the student's needs and/or interest and encourage students to participate in those programs
- Functions as an advocate for students and worksite representatives by recognizing the problems, concerns, and opinions of the individuals and present the viewpoints to the appropriate program staff
- Engages student to meet personal goals and objectives
- Performs additional functions (essential or otherwise) which may be assigned

Program Skills:

- Positive attitude
- Ability to work independently or with a group
- Excellent organizational skills
- Ability to communicate with others
- Maintain professional manner
- Work a flexible schedule

Program Benefits:

- Excellent experience with many of the projects and people working within the Memphis Office of Youth Services
- Opportunities for leadership development
- Involvement in a variety of local programs and efforts
- Shaping the career possibilities of young people
- Experience in creating, planning, conducting, and evaluating a youth summer experience program