

JOB DESCRIPTION: Summer Aide

NATURE OF WORK: This position is established to facilitate employment and training activities for MCTA Summer participants in the Summer Youth Employment Program.

TYPICAL DUTIES:

Interview applicants to determine interests, skills, work experience, and educational background to enable an adequate assessment for the Summer Program.

Make referrals to appropriate worksites and/or agencies based on participant's qualifications and needs.

Complete, process and maintain appropriate forms and/or paperwork to facilitate the employment and training needs of the Summer Program participants.

Provide worksite orientation for supervisor(s) and employees.

Provide information to participants so that they are familiar with available training programs and appropriate opportunities. Maintain communication and work directly with summer MCTA participants to ensure that Program goals are accomplished in an effective manner.

Monitor worksite activity on an as needed basis.

Collect and process time cards for biweekly pay. Distribute checks.

Perform other duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of geographic area within Mahoning and Columbiana County.

Knowledge of job requirements and opportunities in a variety of occupations.

Knowledge of environmental and cultural factors influencing the behavior of individuals in training and work situations.

Skills in effective communication in both verbal and written form.

Reliable transportation, valid driver license and proof of insurance.

Ability to establish and maintain cooperative working relationships with young people as well as worksite personnel.

REPORTS TO: Youth Services Coordinator

SALARY: \$11.27 per hour part-time until program starts and then 40 hours per week until program completion. (Approximately 500 hours-total employment)