



*Strengthening Community, One Person, One Family at a Time*

## **JOB DESCRIPTION**

**Title:** SYEP Project Coordinator

**Supervisor:** Director of Early Childhood and Youth

**Work Hours:** 30 hours/week  
(M-F 11:30am – 5:00pm)

**FLSA:** Non-Exempt

**Classification:** Part-Time, Seasonal

**Pay Rate:** \$19.50/hr

### **Summary**

Working under the support and supervision of the Director of Early Childhood and Youth Development, the Summer Youth Employment Program (SYEP) Project Coordinator is responsible for the development and success of the SYEP. They will work closely with the Director of Early Childhood and Youth Development with up to ten (10) youth employees during the summer of 2024.

This is a seven (7) week position.

### **Essential Job Duties**

- Work collaboratively with a team to create a fun and learning-focused environment.
- Articulate organization, department, and program visions and goals within the organization and to external stakeholders.
- Monitor the development and implementation of the youth program and related activities.
- Engage and support staff in implementing program activities to achieve program goals.
- Act as a substitute in the classroom or recreational settings, when staff is absent and student-to-staff ratios are in jeopardy.
- Monitor the completion of data and evaluation tools within the program.
- Uphold program rules and adhere to all program procedures and agency policies as outlined in the employee handbook.
- Develop strategies for successfully reaching program outcomes and goals continuously.
- Communicate the job expectations of frontline staff (verbally and in writing) and how staff are linked to program goals.
- Use program data to guide staff in program improvement.
- Develop parent engagement opportunities.
- Enlist the involvement of parents and/or funders to assist in the success of the students during the summer.
- Monitor the accurate and thorough completion of parent call logs and written communication with parents.
- Recruit volunteers and hire consultants to enhance the summer enrichment program including field trips, mentoring, and orientation and summer program celebrations.

- Inform the Director of Early Childhood and Youth Development of issues, discuss corrective solutions, and the progress of the program.
- Evaluate staff performance, develop individual and group learning goals related to the core competencies, and create a professional development plan to achieve these goals.
- Regularly observe staff during the program and share feedback in a constructive and respectful manner.
- Promote the professional growth and development of program participants.
- Complete all required reports and paperwork as assigned by RochesterWorks!
- Participate in CPGR staff meetings and trainings as scheduled.
- Attend all meetings as assigned by RochesterWorks!
- Other job duties, as assigned.

### **Knowledge, Skill and Abilities**

- Ability to work independently; must be a self-directed individual.
- Knowledge of child development stages and group facilitation strategies, including behavior management skills.
- Ability to develop and maintain an effective working relationship with children, supervisors, other staff, and parents.
- Willingness to work in an urban environment and serve as a positive role model for students.
- Knowledge of psycho-social aspects of child abuse and neglect.
- Promote an inclusive, welcoming, and respectful environment that embraces diversity.
- Effective communication skills, both verbal and written.
- Working knowledge of computer applications including MSWord, Excel, Outlook, and ACCESS.
- Be reliable and flexible to meet departmental, agency, and client needs and objectives including quality, service, and productivity.
- Requires administrative, analytical, evaluative, and oral and written communication skills; and an aptitude for training and motivating people.

### **Physical Elements**

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.

- Must be able to perform stooping, kneeling, walking, lifting, grasping, pulling, standing, talking, hearing.
- Must be able to perform light work exerting up to 30 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Must be able to perform extensive reading, monitor children's activities, and complete records.
- Must be able to travel short distances, as needed.

### **Qualifications**

- Associate degree in Education, Human Service Development, or a related field, preferred
- Three (3) years of experience working in a structured youth program with at least one (1) year of supervisory level experience.



*I can, with or without reasonable accommodation(s), perform the essential functions of this position:*

*Employee Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Supervisor Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.** Nothing in this job description restricts CPGRs ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the agency's current assignment of essential functions. Those functions may change at any time as the needs of the agency change or for other reasons deemed appropriate by the CPGR.

*The Community Place of Greater Rochester, Inc. is committed to the recruitment of a workforce which mirrors the diversity of recipients of agency services.*

*We are an Equal Opportunity Employer.*