



**PAID SUMMER OPPORTUNITY IN YOUTH/WORKFORCE DEVELOPMENT
CITY OF SAINT PAUL, RIGHT TRACK YOUTH JOBS 01 PROGRAM (YJ01)**

Title: Right Track Program Liaison - Parks & Recreation worker
(up to 5 positions reporting to the Right Track YJ01 Program
Manager)

Hours: Average of 25 hours a week from early May to August 18th. Hours will be weekdays, primarily morning and afternoon hours with five evenings in May, and occasional evenings during the summer. There is potential for one of the Program Liaison positions to start on April 24th.

Pay range: \$15/hour plus parking and mileage reimbursement.

Right Track Program Liaison Description:

This position's primary role is to provide excellent customer service for program participants and worksite supervisors using an asset based and youth focused framework. This includes but is not limited to: uploading and maintaining youth information into our database, communicating with worksite supervisors to ensure youth payroll packets are in, troubleshooting timecard issues, visiting worksites, ensuring assessments have been completed accurately and submitted on time, supporting the professional development of youth, and being a strong youth and program advocate. Two of the five positions will lead a pre-written professional development training for youth each week. Please indicate in your cover letter if this teaching component is of interest to you.

Primary Responsibilities:

- Perform data entry and file maintenance for a large number of participants.
- Provide excellent customer service for program participants and partners in the community via email, phone, and in-person worksite visits.
- Manage Right Track payroll for YJ01 worksites and youth.
- Provide assistance and/or lead professional development trainings for youth.
- Advise and support worksites to complete program assessments in a timely manner.
- Work with Right Track Program Manager to ensure youth and supervisors have knowledge of resources for youth success.
- Support Program Manager as needed with other assigned tasks.
- Plan or assist in implementing an end of summer celebration/graduation.

Required Qualifications:

- Detail oriented, ability to multitask, learn fast, and can meet deadlines consistently. Must be willing to do quite a bit of data entry, especially during the first month and a half of the job.
- Must have a valid driver's license, and access to an insured and reliable vehicle, as part of this job entails visiting worksites several times a week.
- Experience and an asset based approach to working with young adults ages 14 – 21 who come from historically marginalized groups.
- Ability to provide high quality customer service as a liaison between youth, families, supervisors and Right Track staff.
- Have or set up a google voice phone number at which you can be reached by program staff and worksite supervisors while you are working.
- Ability to effectively communicate as a team with other program liaisons.
- Must be able to pass a background check as a condition of employment

Preferred Qualifications:

- Direct service experience with youth employment programs
- Previous teaching or facilitating in a classroom setting
- Fluent in English and a second language is ideal
- Experience using Microsoft Dynamics/Excel, google drive, skype, and digital photography
- Experience planning events
- Reflects the diversity of Right Track program participants, and has strong ties to Saint Paul

About Right Track

Right Track is the City of Saint Paul's youth employment program, providing summer jobs and internships for low-income Saint Paul youth.

Each summer Right Track provides over 600 Saint Paul youth with summer employment. Youth work for a wide variety of organizations including Saint Paul Parks & Recreation, Urban Roots, YMCA, Science Museum of Minnesota, US Bank, Xcel Energy, Region's Hospital, Ecolab and many more.

Visit <http://righttrack.stpaul.gov>, [Facebook](#) or [Twitter](#) for more information. People who reflect the diversity of Right Track program youth are encouraged to apply.

Applicants interested in starting late April should submit a resume and cover letter to asha.shoffner@ci.stpaul.mn.us.

The preferred application date is **Thursday, April 27, 2017. Positions will remain open until filled.**

Additional Applicant Information

EEO/AA Employer: The City of Saint Paul is an Equal Opportunity Affirmative Action Employer. Women, persons of color, members of the LGBTQ community, and individuals with disabilities are strongly encouraged to apply.

Information about data you provide: The information you supply will be used to assess your qualifications for this position; to distinguish you from other applicants; and to contact you for an interview. The following information will be considered private data pursuant to the Minnesota Government Data Practices Act: your name, home/work/email address, and home phone number. If you are considered a finalist for an employment vacancy, your name, education, training, and previous work experience will become public data. Private data is available only to you and to other persons in the City who have a bona fide need for the data. Upon court order, data may be disclosed in legal proceedings. Public data is available to anyone requesting it and consists of all data not designated in this notice as private.

Veteran's Preference: If you are a veteran as defined by the State of Minnesota and wish to claim veteran's preference, submit a copy of your military form DD214 at time of application. You must provide a copy of the DD214 to attain veteran's preference.

Official Classification: Parks and Recreation Worker
Working Title: Right Track Program Liaison Parks & Rec worker