

MassHire Summer Site Supervisor

Number of Openings: 12

Job Summary- Seasonal Position

We are seeking a motivated individual to join our team as a Summer Youth Site Supervisor. The ideal candidate shall provide leadership and supervision of youth participants, ages 14-25 in achieving success and completion of program goals and objectives. The candidate shall support and assist Youth Case Management staff in providing a meaningful summer work experience through the YouthWorks, state-funded summer internship program. The ideal candidate will have experience working with youth, strong leadership skills, and a passion for youth development.

Essential Duties and Responsibilities

- MassHire Site Supervisor is to provide day-to-day oversight over summer participant employment activities, professional development, and progression through the YouthWorks Summer program.
- Serve as a primary point of contact to youth (14-25 years old) enrolled in the summer program where guidance and support in professional development, navigating prescribed youthworks curriculum, and database assistance may be needed.
- Provide guidance and support to youth participants seeking to increase work readiness, leadership development, training services, and academic support to meet YouthWorks program deliverables.
- Maintain a mentorship role and relationship with youth through the development of Work Based Learning Plans.
- Deliver supplemental, in-classroom, Signal Success curriculum, work development training instruction and job coaching.
- Monitor and report on weekly attendance.
- Collect, confirm accuracy, and submit participants' payroll weekly.
- Collaborate with employers on youth professional development.
- In partnership with MassHire staff, refers participants to appropriate service referrals for needs outside of the scope of YouthWorks programming as needed.
- Monitor online participant progression of YouthWorks asynchronous learning modules
- Generate incident and disciplinary reports when needed, while holding a high level of communication with MassHire staff.
- Represent MassHire through an exceptional level of professional standards by serving as liaisons between MassHire and worksite hosts to further strengthen ties with community organizations.
- Performs other duties as assigned

Knowledge, Skills, and Abilities

- Collaboration across partners as it pertains to shared clientele
- Excellent Customer Service skills required in all phases of work with participants, organizations and employers
- Exercise professional judgment, discretion, confidentiality, and sensitivity in all communications
- Ability to work well with individuals facing multiple barriers; must possess cultural sensitivity
- Ability to act effectively as a liaison to relevant employers and organizations on behalf of YouthWorks participants
- Ability to manage multiple projects and competing deadlines
- Ability to analyze basic skills and assessment results, interpret results, and assist youth in making decisions
- Communicates clearly and concisely both orally and in writing
- Establish, maintain, and foster positive and harmonious working relations with youth participants

Qualifications

- **Experience:**

- Three (3) years of case management or related experience working with young adults
- Three (3) years of experience working with statewide database and document management systems

OR

- **Education:**

- An Associate's Degree from an accredited college or university in Teaching, Career Counseling, Educational/Guidance Counseling, Human Services, or a related field

Travel: *Regular local travel is expected of the position for meetings and youth monitoring visits*

Interested applicants should submit a resume and cover letter to justin@mhgnb.com no later than April 8th, 2024, at 5:00PM.

MassHire Greater New Bedford Workforce Board is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, veteran status, or any other characteristic protected by applicable laws. We celebrate diversity and are dedicated to creating an inclusive environment for all individuals.

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