



**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
(2 positions reporting to the Right Track YJ01 Program Manager)

Hours: Average of 20-30 hours/week beginning April 18th and ending August 19th.
Hours will be weekdays, primarily morning and afternoon hours with five evenings in May, and occasional evenings during the summer.

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

Right Track Program Liaison Description:

This position's primary role is to provide excellent customer service to program participants and worksite supervisors using an asset based and youth focused framework. This includes but is not limited to: communicating with worksite supervisors to ensure youth payroll packets are in, troubleshooting timecard issues, visiting worksites and ensuring assessments have been completed accurately and submitted on time, supporting the professional development of youth, and being a strong youth and program advocate.

Primary Responsibilities:

- Provide excellent customer service to program participants and partners in the community via email, phone, and in-person worksite visits.
- Manage Right Track payroll for YJ01 worksites and youth.
- Perform data entry and file maintenance.
- 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.

Required Qualifications:

- Must have a valid driver's license, and access to an insured and reliable vehicle, as part of this job may entail visiting up to 90 worksites in 9 weeks.
- Experience and an asset based approach to working with young adults ages 14 - 21.
- Ability to provide high quality customer service as a liaison between youth, families, supervisors and Right Track staff.
- Detail oriented, ability to multitask, learn fast, and can meet deadlines consistently.
- 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.

Preferred Qualifications:

- Direct service experience with youth employment programs.
- Fluent in English and a second language.
- Experience in salesforce, database management, and digital photography.
- Reflects the diversity of Right Track program participants, and has strong ties to Saint Paul.
- Customer service experience and a desire to serve others.

About Right Track

Right Track connects Saint Paul youth and young adults with meaningful training, work, and career exploration opportunities so they are prepared to thrive in the workforce. 100% of Right Track youth come from low income households or have a barrier to employment. 92% self-identify as youth of color.

Right Track Youth Jobs 01 (YJ01) provides summer and school year work experiences with city and non-profit organizations for over 700 Saint Paul youth ages 14-21. 88% of youth successfully completed YJ01 work experiences through Right Track last summer.

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.

Interested applicants should submit a resume and cover letter to Asha.Shoffner@ci.stpaul.mn.us no later than 4:30 PM on Friday, April 1, 2016.

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 LGBT 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