



YOUTH EMPLOYMENT SERVICES (YES) INTERN

DEFINITION

Under direct supervision, participates and receives training in municipal, programs and services. YES interns work approximately 20 hours a week for 9 weeks during the summer months.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Attend weekly professional development workshops.

Answer inquiries from the public and staff, both in person and over the phone.

Assist in planning and organizing events.

Assist in daily operations of an office; operate office equipment such as copying machines; may prepare and/or file office documents.

Provide support to field operations.

Meet weekly with supervisor/program facilitator to discuss employment related topics such as appropriate workplace behavior, dress and communications techniques.

Work with supervisor to complete a project and make a presentation about the project at the end of the internship.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Standard office equipment.

Techniques used in dealing with the public and customer service.

Basic English grammar and math.

Ability and Skill to:

Operate office equipment including computers, copying machines and phone systems.

Respond respectfully to questions from the public and staff.

Understand and follow written and oral instruction; communicate clearly.

Accurately file numerically and alphabetically.

Dress appropriately for assignment.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

Monrovia resident or student in Monrovia Unified School District and at least 15 1/2 years old as of June 1. Some volunteer work or involvement in school, place of worship, organizations and/or clubs desirable.

Attend an introductory seminar prior to commencement of employment. Parents/guardians are required to attend the seminar.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare simple documents, perform mathematical calculations, count money and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

