Established in 1994, St Nicks Alliance’s Youth and Education department strives to transform the lives of more than 6,000 North Brooklyn youth, ages 2-24, each year. Through a wide-range of programs, youth are empowered to successfully advance through the stages of education and into young adulthood with the core competencies to thrive, both emotionally and financially. In partnership with schools, families and community, St. Nicks Alliance’s holistic approach to transformation combines youth development, academic enrichment, health and wellness, arts learning and post-secondary readiness.

Program Overview:
The purpose of the Summer Youth Employment Program (SYEP) is to provide New York City youth with summer employment and educational experiences that build on their individual strengths and incorporate youth development principles. These principles include engaging the talents and interests of youth, developing their skills and competencies, and providing positive adult role models. St. Nicks Alliance operates a large-scale SYEP program serving 2440 teens and young adults annually. Beginning in early March the SYEP program begins to scale up with document collections, enrollment, orientations and work site assignments as applicable.

The goals and objectives of SYEP are:

- To provide a valuable work experience at job sites that are safe and well supervised
- To assist youth in identifying their career interests through exposure to different industries, occupations, educational pathways, and the requirements for success in each of them
- To enable youth to acquire positive work habits and develop employment-related skills
- To facilitate the long-term employment and self-sufficiency of youth
- To leverage youth to develop a greater understanding of higher education and career options available to them
- To enable youth to develop financial literacy and other competencies that will prepare them to succeed in their transition to adulthood

Responsibilities:

- Serve as a mentor to youth participants by supporting positive behavior, work skills development and teaching life skills to youth.
- Conduct weekly site visits & collect timesheets on a weekly basis and ensure completion with accuracy.
- Ensure participant time sheets are completely, correctly, and accurately filled out and communicate with Payroll Coordinator to resolve any issues.
- Cooperate and maintain a working relationship with the assigned worksite supervisors.
- Communicate with the Program Manager(s) regarding any conflicts with worksite assignments.
- Maintain participant files, timesheets and evaluations in a timely fashion.
- Must be able to work and engage participants in-person.
- Perform other duties as assigned.

Qualification:

- High School Diploma and at minimum one year or two summers experience working with adolescents or young adults.
- Organization and attention to detail, including ability to triple check time sheets and documents for accuracy and completion.
- Ability to serve as a strong role model, provide guidance to young workers, and mediate conflict as needed.
- Ability to travel independently to worksites and interact professionally with a wide variety of constituents.
- Must be vaccinated.

HOW TO APPLY:
Please submit a cover letter and resume to youthresumes@stnicksalliance.org with job title in subject line. St. Nicks Alliance is an equal opportunity employer and encourages people of all backgrounds to apply.