



EMPLOYMENT OPPORTUNITIES

THE CITY OF WHITE PLAINS YOUTH BUREAU WIOA/WDAY PROGRAM

YOUTH SERVICES AIDE

Full-Time/Grant Funded

Salary Range: \$49,700

In this dynamic grant funded role with the White Plains Youth Bureau, the Youth Services Aide will assist in managing our WDAY (Workforce Development Academy for Youth) program which supports out-of-school young adults 16 – 24 in their career and educational goals.

Responsibilities/Examples of Work:

Conduct interviews and workshops focusing on resume writing, interview preparation, employment strategies, and budgeting

Develop jobs in the public and private sectors

Provide counseling and develop referral resources

Maintains records and program files to evaluate the effectiveness of programs and services

Requirements:

Bachelor's Degree with major course work in education, social work, psychology, sociology or a closely related field in the area of human services or education and a minimum of (1) year experience providing services to or working with youth.

Hours are Monday-Friday 9-5pm. Must possess a valid driver's license.

SEND RESUME TO:

Patricia Staffiero, Youth Specialist II

pstaffiero@whiteplainsny.gov

Tel: (914) 422-1378 Fax: (914) 422-6489

EQUAL OPPORTUNITY EMPLOYER

For other recruitment information, call the 24 hour Information Line at (914) 422-1279

RELEASE DATE: 03/26