

**PROGRAM:** Teens/Youth Development

**POSITION:** Content Specialist

Application Deadline	Start Date	Wage	Hours Per Week	Must Be Available
	June 14, 2026	\$25.00 / hr	40	Days (M-F) 8:00 am - 6:00 pm (various shifts)

**DEFINITION:** The Mayor Marion S. Barry Summer Youth Employment Program (MBSYEP) provides an opportunity for youth to develop constructive work habits, positive attitudes, and the valuable job skills necessary to enter the workforce prepared and qualified to become productive employees. The qualified candidate will serve as a mentor who can help teens to achieve the success they want in their lives and will have the opportunity to be a supporter and personal champion for young people.

**Content Areas Include:**

Visual Arts Modeling  
fashion Design  
Photography  
Theater Production Jewelry  
Design Dance  
Music Performance Production Youth  
Development  
Cultural Arts  
Makeup 101

**DUTIES AND RESPONSIBILITIES:**

- Explain and demonstrate artistic techniques related to the appropriate content area
- Evaluate participant’s classwork. performances, projects, and assignments
- Initiate. facilitate, and moderate classroom discussions
- Maintain participant attendance records and other required records
- Prepare course materials for both virtual and in person instruction
- Prepare participants for performances, exhibitions, and assessments
- Plan, evaluate, and revise course content, course materials, and methods of instruction
- Advise participants on academic and vocational curricula and on career issues
- Organize performance groups and direct their rehearsals
- Organize an end-of-course culminating project and/or performance

## **MINIMUM QUALIFICATIONS/EDUCATION/ EXPERIENCE**

- At least 21 years of age
- At least 4-6 years of experience working with youth groups of various ages preferred
- At least 3-5 years of leadership experience
- Passionate about working with youth
- Ability to plan and implement activities for youth
- Positive, solutions-oriented attitude in the face of challenges
- Creative, hard-working, energetic, organized, professional, flexible, and team-oriented
- Reflective and responsive to feedback
- Comfortable using email as a main form of communication with supervisors

**PROGRAM:** Teens/Youth Development

**POSITION:** Administrative Clerk

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**EXAMPLE OF DUTIES:**

- Review program related documents, reports, worksite information, and other information to detect and reconcile program functions
- Distribute and communicate time submission deadlines
- Distribute time sheet documents to site staff
- Escalate payroll concerns to appropriate supervisor
- Record employee information referrals, transfer, and
- Answer direct phone calls.
- Organize and schedule appointments.
- Plan meetings and take detailed minutes.
- Write and distribute email, correspondence memos, letters, faxes and forms.
- Assist in the preparation of regularly scheduled reports.
- Develop and maintain a filing system.

**MINIMUM QUALIFICATIONS/EDUCATION/EXPERIENCE:**

- At least 21 years of age
- Associate degree in business preferred.
- Must be detail oriented.
- Positive, solutions-oriented attitude in the face of challenges
- Creative, hard-working, energetic, organized, professional, flexible, and team oriented
- Comfortable using email as a main form of communication with supervisors
- Must be able to analyze information
- Must have Data Entry Skills, Confidentiality, Thoroughness, General Math Skills, Financial Software, Reporting Skills