

**DEPARTMENT PARKS & RECREATION- SUMMER JOB OPENINGS**

*Note: More information can be found at [www.summer.dpr.dc.gov](http://www.summer.dpr.dc.gov). No phone calls please.*

**Program:** Teens Program

**Cultural Arts Specialist**

<b>Application Deadline</b>	<b>Start Date(s)</b>	<b>Wage</b>	<b>Hours Per Week</b>	<b>Must Be Available</b>
April 1, 2016 or until filled	June 13, 2016	\$15.00/hr.	40	Days, Evenings

**DEFINITION:**

SYEP 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 be productive employees. You will serve as a mentor who can help teens to achieve the success they want in their life. This is an opportunity for you to be a supporter and a personal champion for young people.

**EXAMPLE OF DUTIES:**

- Explain and demonstrate artistic techniques.
- Evaluate and grade students' class work, performances, projects, assignments, and papers. Initiate, facilitate, and moderate classroom discussions.
- Prepare course materials.
- Maintain student attendance records and other required records.
- Prepare students for performances, exams, or assessments.
- Plan, evaluate, and revise curricula, course content, course materials, and methods of instruction. Keep abreast of developments in the field.
- Select and obtain materials and supplies.
- Display students' work in schools, galleries, and exhibitions. Participate in student recruitment, registration, and placement activities.
- Advise students on academic and vocational curricula and on career issues.
- Organize performance groups and direct their rehearsals for the following areas – visual art, modeling, fashion design, photography, radio broadcasting, theater production, literary media, jewelry design and dance.

**MINIMUM QUALIFICATIONS/EDUCATIONS/EXPERIENCE:**

- At least 21 years of age
- Available to attend training and work every day from June 13 – July 29, 2016
- At least 3 years of experience working with youth groups of various ages
- At least 2 years of leadership experience
- Passionate about working with youth
- Ability to plan and implement activities for youth
- Positive, problem solving 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

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**Payroll Clerk**

<b>Application Deadline</b>	<b>Start Date(s)</b>	<b>Wage</b>	<b>Hours Per Week</b>	<b>Must Be Available</b>
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**EXAMPLE OF DUTIES:**

- Review Time and Attendance documents, reports, worksite information, wage computation, and other information to detect and reconcile payroll discrepancies.
- Process and submit documents for new employees and enter employee information into payroll system.
- Distribute and collect time and attendance documents.
- Verify attendance, hours worked, and pay adjustments, and post information onto payroll designated records.
- Issue and record adjustments to pay related to previous errors or retroactive increases. Understand payroll IT computer system and supporting software.
- Record employee information - referrals, transfers, and termination to maintain and update payroll records.
- Generate and report on participant pay statements of earnings and deductions.
- Provide record management on all participant program and payroll data.
- Provide information to agency employees and managers on payroll matters.
- Knowledgeable on all aspects on payroll processing, identity security, and auditing.
- Compile and submit statistical reports, statements, and summaries related to payroll accounts.
- Process request for participant employment verifications.
- Prepare and balance period-end reports, and reconcile issued payrolls against close-out reports.
- Provide customer service to all participants, agency staff, and stakeholders.
- Provide trainings and orientations on payroll processing and best practices.

**MINIMUM QUALIFICATIONS/EDUCATIONS/EXPERIENCE:**

- At least 21 years of age
- Available to attend training and work every day from June 13 – July 29, 2016
- 3+ years of payroll processing experience. Associates degree in business preferred.
- Must be detail oriented.
- Positive, problem solving 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
- Analyzing Information , Data Entry Skills, Attention to Detail, Confidentiality, Thoroughness, General Math Skills, Financial Software, Reporting Skills, Verbal Communication, Organization

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**Office Administrator**

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**EXAMPLE OF DUTIES:**

- Provide supervision to administrative and support staff to ensure adherence to quality standards, deadlines, and proper procedures, correcting errors or problems.
- Resolve customer complaints and/or answer customers' questions regarding policies and procedures.
- Provide employees with guidance in handling difficult or complex problems or in resolving escalated complaints or disputes.
- See more occupations related to this task. Review records or reports pertaining to program activities.
- Prepare and issue work schedules, deadlines, and duty assignments for administrative and support staff. Recruit, interview, and select employees.
- Interpret and communicate work procedures and company policies to staff.
- Assist with evaluate employees' job performance and conformance to regulations and recommend appropriate personnel action.
- Train or instruct employees in job duties or company policies or arrange for training to be provided. Research, compile, and prepare reports, manuals, correspondence, or other information required by management and staff.
- Implement agency policies, procedures, and service standards. Make recommendations, develop or update procedures, policies, or standards.
- Coordinate activities with other supervisory personnel and/or with other agency departments. Consult with managers or other personnel to resolve problems in areas such as equipment performance, output quality, or work schedules.
- Develop work schedules according to budgets and workloads.

**MINIMUM QUALIFICATIONS/EDUCATIONS/EXPERIENCE:**

- Bachelors Degree required
- 2+ years of hands on administrative support experience
- Proficiency in MS Word, MS Excel and MS Outlook
- Knowledge of operating standard office equipment
- Excellent communication skills-written and verbal
- Ability to prioritize projects, strong problem solving skills
- Attention to detail

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**Program Monitor**

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