



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET

TWO POSITIONS AVAILABLE

JOB CLASSIFICATION TITLE: TEMPORARY YOUTH
EMPLOYMENT WORKSITE
SUPERVISOR

DEPARTMENT: OhioMeansJobs Warren County

RATE: \$16.47/HOUR

SCHEDULED HOURS: 25-40 HOURS PER WEEK
MAY 2024– OCTOBER 2025

CIVIL SERVICE STATUS: UNCLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE
CALENDAR DAYS, BEGINNING MAY 16, 2024

VISIT WWW.CO.WARREN.OH.US AND COMPLETE THE APPLICATION AS
FOLLOWS: CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY
APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP
AND EMAIL THE COMPLETED APPLICATION TO:
WCCOMMAPP@CO.WARREN.OH.US PLEASE CONTACT SUSAN SPENCER
WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS MUST BE RECEIVED BY 4:30 P.M. MAY 31, 2024

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

WARREN COUNTY COMMISSIONERS POSITION DESCRIPTION

Department:	Warren County OhioMeansJobs	Employee:	
Position Title:	Temporary Youth Employment Worksite Supervisor	Reports to:	WIOA Supervisor
Civil Service Status:	Unclassified	FLSA:	Non-Exempt
Employment Status:	25-40 Hours Weekly	Lunch:	Unpaid
Employment Timeframe:	May, 2024-Ocotober, 2024	Pay Range:	\$16.48 per hour

SUMMARY

Ohio Means Jobs (OMJ) of Warren County receives an allocation of TANF (Temporary Assistance for Needy Families) CCMEP (Comprehensive Case Management and Employment) Program. These dollars enable our County to establish programs to allow low income TANF eligible youth overcome barriers which will help the youth obtain employment. One specific program is Work Experience which allows youth to gain valuable work experience while earning a paycheck to help meet basic needs. Our Work Experience Program offers youth the opportunity to develop a work history and to receive a reference from an employer. This position is a temporary position from May 1, 2019 until November 1, 2019, however the length of time is dependent on available funding of the program and youth participation. Exact start dates and end dates can be discussed further.

JOB RESPONSIBILITIES

The duties of the Summer Youth Coordinator may include, but are not limited to;

- Supervise youth participating in Work Experience at a single and/or various worksites.
- Assisting Ohio Means Jobs Staff with recruitment of youth and worksites.
- Reviewing all pre-employment questionnaires and assessments of applicants and placing youth at worksites that match their geographical and personal requirements.
- Meeting with youth to determine barriers and assist with overcoming those barriers or special needs.
- Conducting an orientation for all youth prior to worksite assignments.
- Ensuring all youth register on OhioMeansJobs.com
- Staying in constant communication with youth and employers.
- Coordinate and/or conduct soft skills training classes for all youth to complete.
- Stay in constant communication with OMJ and CCMEP WIOA contracted Staff regarding the program and participants.
- Works with CCMEP WIOA contractor to dual enroll participants and provide optimum services.
- Maintaining all records according to the program requirements.

WARREN COUNTY COMMISSIONERS POSITION DESCRIPTION

- Utilize personal vehicle for travel, mileage reimbursement provided.
- Be housed at worksites and/or OhioMeansJobs Warren County
- All other duties as assigned.

MINIMUM QUALIFICATION

Completion or in the process of completing post-secondary education in education, counseling, social sciences, personnel management or other related areas and/or 1-2 years responsible experience with a business, government, community based organization or public educational facility or equivalent.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

The individual must have a current driver license and provide a copy at the request of the Department Head.

KNOWLEDGE, SKILLS AND ABILITIES (*indicates development after employment)

Knowledge of: Operational procedures and practices*, agency policies and procedures*, youth program regulations and guidelines*, understanding of minor labor law*s, educational procedures and practices, educational testing mechanisms and assessments criteria, basic budgeting, innovative and creative instructional delivery, excellent communication skills, excellent organizational style.

Ability to: Communicate effectively through speech and writing, collect, analyze and interpret data; develop and maintain effective working relationships, identify problems and recommend solutions.

This position description in no manner states or implies that these are the only duties and responsibilities of the Temporary Summer Youth Employment Program Coordinator. My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most recent copy of the Warren County Commissioners Personnel Policy Manual.

Employee's Signature

Date

Signature of Agency Representative and Title

Date