

CITY OF
CHARLESTON

2018
*Summer
Youth
Employment*



APPLICATION
DEADLINE:

APRIL 13-2018

SUMMER YOUTH EMPLOYMENT PROGRAM

The purpose of the Summer Youth Employment Program (SYEP) is to offer youth in the Charleston community the opportunity to gain job experience and workplace skills and better prepare them to achieve their educational and career goals.

Note: Preference will be given to residents of the City of Charleston

HIGH SCHOOL POSITIONS

Eligibility:

**High school students at least 15 years
of age by June 4, 2018.**

Pay Rate: \$7.65 / Hour

Hours:

20 hours per week for 8 weeks

Dates:

June 4th-July 27th

***Application Deadline:**

April 13, 2018

***Application must be submitted to
Human Resources by 5pm on the
closing date.**

COLLEGE POSITIONS

Eligibility:

College student

Pay Rate: \$11.00 / Hour

Hours:

20 hours per week for 8 weeks

Dates:

June 4th-July 27th

Application Deadline:

April 13, 2018

***Application must be submitted to
Human Resources by 5pm on the
closing date.**

High School Position

Youth Camp Counselor



Duties:

- Assist with set up of chairs, tables, supplies and equipment in designated areas for scheduled day camp activities.
- Under supervision, assists in arts and crafts activities.
- Under supervision, assists in games and activities.
- Under supervision, accompanies campers on field trips and outings.
- Assists with answering questions and communicating with parents.
- Assists in monitoring children to ensure orderly conduct.
- Other duties as assigned.

Locations:

- Playground locations- Downtown and West Ashley
- Arthur Christopher Community Center- 265 Fishburne Street
- St. Julian Devine Community Center- 1 Cooper Street
- Shaw Community Center-20 Mary Street

High School Position

Mayor's Office for Children, Youth and Families

Youth Volunteer Corps Worker

- Assist in conducting summer service-learning activities for rising 7th and 8th graders at the Youth Volunteer Corps (YVC) of Charleston Summer Service-Learning Institute (SSLI).
- SSLI youth employees will assist the Program Director with a variety of service-learning lessons and volunteer events.
- Assist with teambuilding activities and energizing games while fostering an inclusive environment for all attendees.
- Lead icebreakers and break time activities.
- The ability to problem solve and communicate effectively is necessary.

College Positions

www.charleston-sc.gov/employment

College Position

Mayor's Office for Children, Youth and Families

Youth Volunteer Corps Worker

- Assists in conducting summer service-learning activities for rising 7th and 8th graders at the Youth Volunteer Corps (YVC) of Charleston Summer Service-Learning Institute (SSLI).
- SSLI youth employees will assist the Program Director with a variety of service-learning lessons and volunteer events.
- Assist, facilitate and lead teambuilding activities and energizing games while fostering an inclusive environment for all attendees.
- Assist in implementation of program curriculum and lead small and large group activities.
- The ability to manage behavior, problem solve and communicate effectively is required.
- Experience with children and youth empowerment is desired and CPR and First Aid certification is ideal.

College Position

Environmental Education Camp Counselor

Location: Tiedemann Nature Center

- Assists with all aspects of the Nuts About Nature Summer Camp- arts and crafts, lesson plans, field trips, and other activities.
- Assists with the planning and implementation of various environmental education activities and programs. Ability to work with live animals including reptiles and sea life.
- Arranges facilities and equipment for scheduled recreation activities. Assists with answering questions and communicating with the general public.
- Notifies participants of activity schedules and registration requirements. Monitors participants to ensure orderly conduct. Receives, stores, and issues equipment and supplies. Keeps attendance records and monitors activities of participants.

Students studying biology, marine sciences, ecology, or related subject preferred, but not necessary.

College Position

Therapeutic Recreation Camp Counselor

Location: Hazel Parker Playground

- Assists in conducting daily Therapeutic Recreation activities for adult participants with special needs, to include a variety of programs and field trips. Typical schedule: Monday, Wednesday, Friday 8:30am-3:00pm.

Qualifications

Be enrolled in an undergraduate program from an accredited college or university. Valid driver's license; CPR certification is preferred; First Aid certification is preferred.

College Position

Marketing Assistant

Location: 823 Meeting Street-Recreation

- Help develop a strategic messaging calendar (social media, email blasts, reader boards, etc.)
- Assist in conducting market research to identify service gaps, potential partners/sponsors, duplication of services, and customer preferences. Create and distribute marketing materials to facilities, parks and playgrounds as needed.
- Assist in social media, email and web marketing efforts. Help initiate a fall marketing campaign. Collect quantitative and qualitative data from marketing campaigns, programs, and events.
- Assist in planning for 2019 spring/summer seasonal recreation guide.

Qualifications:

Be enrolled in an undergraduate program from an accredited college or university. Possess good oral and written communication skills.

Be proficient with computers and software applications including Microsoft Office (Word, Excel) and Adobe (InDesign, Illustrator, Photoshop). Be familiar with website editing, graphic design and photography. Be eager to learn and able to work independently.

College Position/Graduating Senior

Traffic & Transportation Assistant

This summer, the City of Charleston will be offering a graduating high school senior or college student the opportunity to work with the Department of Traffic and Transportation.

The Department of Traffic and Transportation studies, plans, and implements traffic operations, transportation services, and facilities to maintain the safe and efficient movement of people and goods throughout the City. The Department of Traffic and Transportation is responsible for planning, geometric configuration and transportation operations. Transportation operations consists of roads, streets, and highways, as well as city property, networks, terminals, abutting lands, and relationships with other modes of transportation.

The Assistant will have the opportunity to interface with all aspects of the department and its functions including:

- Assist staff on urban design, planning and outreach efforts including the Transportation Review Committee, People Pedal Plan, Parking Study, Traffic Calming Program, and the Citywide Transportation Plan.
- Shadow staff to various stakeholder, board and council meetings
- Assist in the monitoring of traffic at the new Video Signal Monitoring System.
- Learn about the functions of all departmental divisions including parking, signals, markings and signs.

College Position

Summer Literacy Coordinator

Location:

Arthur Christopher Community Center

Hours: 30 hours/week

Pay: \$11.00/hour

Number of weeks: 8 weeks

- Coordinate the Summer Literacy Tutoring Program in partnership with Reading Partners South Carolina Staff and volunteers.
- Assist with daily set-up of tutor center and tutor/volunteer information.
- Assist with recording of student progress.
- Assist with student testing as needed.
- Assist with management of volunteers.
- Assist with student coordination in and out of the tutor sessions.

College Position

Golf Course Attendant

Location:

Municipal Golf Course-James Island

- Assist customers with golf carts each day.
- Prepare golf carts for use and storage by cleaning, charging, and relocating.
- Assist with golf ball collection and restocking of the driving range.
- Assist pro shop staff with checking in customers and equipment use.
- Assist Greenskeepers with duties on the course pertaining to turf, sand traps, and cart paths.
- Other duties as needed.

City of Charleston

Summer Youth Employment Application



Applications must be returned by the deadline to:

Department of Human Resources

75 Calhoun Street, Suite 3600, Charleston, SC 29401

In person, by fax or via e-mail

Fax: 843-579-7505, E-mail: hr@charleston-sc.gov

- PLEASE PRINT. You must answer all questions in this application. If something does not apply to you, mark "N/A".
- To better qualify as "the best qualified" for the position for which you are applying, you should demonstrate on this form that your skills/experience/interests meet or exceed all minimum requirements of the posted position. Please refer to the posting for the specific minimum requirements. In addition, you must be an actively enrolled and actively participating high school student or college student.
- If you have any impairments, (physical, mental, or medical) which would interfere with your ability to demonstrate your suitability for the job for which you have applied, e.g., an adaptive aid necessary to use a computer keyboard, please let us know. This will enable the City of Charleston's Department of Human Resources and Organizational Development to make reasonable accommodations to the application process.
- Completion of this application form does not imply that you will be interviewed or hired, but that you will be considered for the stated vacancy indicated on this application or other suitable positions identified, when vacancies exist.

High School Students

Please check the positions you are interested in:

Recreation Camp Counselor Positions/Location:

- Arthur Christopher Community Center
 St. Julian Devine Community Center
 Playgrounds: West Ashley Downtown
 Shaw Community Center

Mayor's Office for Children, Youth and Families:

- Youth Volunteer Corps Worker

College Students: Please check the positions you are interested in:

- Therapeutic Recreation-Hazel Parker Playground Traffic & Transportation Tiedemann Nature Ctr. Municipal Golf Course
 Summer Literacy Coordinator Marketing Assistant (Recreation Dept.) Youth Volunteer Corps Worker

PERSONAL INFORMATION

Last Name		First Name		Middle	Date of Birth
Address		City		State	Zip
Phone	Parent/Guardian Number	Student E-mail Address:		Parent/Guardian E-mail Address:	
2017-2018 School Grade	Current School Attending			City Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Activities, Sports, etc. Please indicate any activities or sports that you participated in:

Name of Activity or Sport	Organization Name	How Long?

Apparatus Equipment Operation: Indicate equipment you have successfully operated/used:

- Football Equipment Basketball Equipment Tennis Equipment

Experience/Skills

1.) Describe your skills/experiences (past or present) which qualify you to meet the minimum requirements for the position you are seeking (attach a separate sheet if needed).

2.) What courses or training (include institution names) have you successfully completed that are particularly useful for the position for which you are applying (attach a separate sheet if needed)?

3.) List any prior job or internship experience you have gained.

4.) List any other information or qualifications, including volunteer and community work or school activities, you feel might be helpful in determining how you may be qualified for this position.

5.) Why do you want to participate in the City of Charleston Summer Youth Employment Program?

***Please feel free to attach any documentation, including updated resumes, certificates, and letters of reference to supplement your application. Please be advised that your application will, in some situations, be considered alongside others. The City of Charleston is an Equal Opportunity Employer and, as such, we seek to hire the best qualified applicant for any given position.

AGREEMENT

In consideration for my employment with The City of Charleston, I agree to abide by the rules and regulations of The City of Charleston. I declare each of the answers given in this Job Application to be complete and true to the best of my knowledge. I am aware that any misrepresentation or omission may be cause for dismissal. I authorize my current school representatives, any former school representative and given references to give information relative to my employment record, and I hereby release them and The City Of Charleston from all liability for any damage whatsoever arising therefrom. I understand that if reasonable accommodation is required due to a disability, I must inform the Department of Human Resources and Organizational Development. I will also state to the best of my knowledge, specific accommodations I will require. Further, I understand that my employment is "at will" and can be terminated at any time by either party for any reason, or for no reason. These employment terms cannot be modified either orally or in writing, except by a written contract expressly superseding these terms signed by the employee and an authorized Officer of The City of Charleston.

Signature: _____ Date: _____

SCHOOL REPRESENTATIVE SIGNATURE IS REQUIRED!!

Signature of School Representative/Title: _____ Date: _____

Applications must be received by the Human Resources Department by the deadline stated in the Summer Youth Employment Announcement. www.charleston-sc.gov/employment