



## City of Mercer Island, Washington EMPLOYMENT OPPORTUNITY

**Recruitment No. 2019-12**

<b>POSITION:</b>	<b>Youth Development Intern (up to 2 positions)</b>
<b>POSTED:</b>	March 11, 2019
<b>CLOSES:</b>	April 16, 2019
<b>WORK HOURS:</b>	35-40 hours per week for four – eight weeks, June 18 - mid-August * Mandatory Training will be held June 18 – 22, 2019
<b>STARTING SALARY:</b>	\$12.00 per hour

### **GENERAL RESPONSIBILITIES**

The V.O.I.C.E. Youth Development Internship Program exists to help graduating seniors establish roles of leadership and provide our middle school age volunteers the opportunity to connect with V.O.I.C.E. alumni who act as positive role models. These interns will work under the supervision of our Youth Volunteer Program Assistants and Youth Development and Community Prevention Coordinator.

### **ESSENTIAL JOB FUNCTIONS**

- Attend 10-15 hours of training during staff training week – June 18 – 22
- Attend SVP Orientation Saturday, June 22, 8am – 4pm
- Prepare and lead a daily icebreaker activity for youth participants
- Present information about the partnering agency to SVP participants on the way to each project
- Mentor and engage youth participants in daily volunteer activity
- Help facilitate both silly and serious conversations while volunteering
- Make sure all volunteers are included and involved – work alongside participants
- Be enthusiastic and help create a FUN volunteering environment
- Prepare daily report of volunteer activity
- Weekly administrative assignment – press release, blog post, etc
- Ability to drive a City vehicle, possess a current and valid Washington State driver's license and good driving record.
- Must have regular and predictable work attendance to fulfill the essential functions of the job
- Other duties as assigned

### **QUALIFICATION REQUIREMENTS**

- Graduating senior
- Preferred minimum one year VOICE/SVP participation
- Must be 18 years old by June 18, 2019
- Ability to drive a City vehicle, possess a current and valid driver's license and good driving record. Evidence of a good driving record is a condition of employment and a complete driving abstract will be required.
- Completion of a Nationwide and Washington State criminal history background check is required in order to determine any past conviction history of crimes against persons, sexual assault or exploitation, and sexual or physical abuse and must be able to pass a thorough background check as required by the Child/Adult Abuse Information Act.
- Completion of an I-9 Form, documenting eligibility to work in the United States.

## **OTHER REQUIREMENTS**

- All YFS staff is required to maintain strict confidentiality and professional/ethical standards required by State and Federal statutes and by Youth & Family Services policy.
- The ability to develop a superior rapport with youth marked by professionalism, clear boundaries, respect, enthusiasm, cultural awareness, dignity and integrity.

## **PHYSICAL ABILITIES AND WORKING CONDITIONS**

Work is performed primarily out of the office at a variety of different sites, as well as in the office. Must be able to perform essential functions of the job. Hand-eye coordination and fine-manipulation skills are necessary to operate various types of tools and office machinery. This position also requires good listening and speaking skills and occasional lifting of 20 pounds.

**TO APPLY:** Application will be available at [www.mercergov.org/voice](http://www.mercergov.org/voice) from March 14 - April 16. Complete application must be emailed to Brittany Aguilar, City of Mercer Island Youth Development and Community Prevention Coordinator, at [brittany.aguilar@mercergov.org](mailto:brittany.aguilar@mercergov.org) no later than 5pm April 16<sup>th</sup>. All applicants will be contacted by April 22, and interviews for selected applicants will take place April 22-May 1.

If you do not have computer access many local government agencies have computer kiosk areas so you can apply online. Your local library and Washington State Worksource are also other alternatives for computer access. If you have any additional questions please call 206.275.7794.

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*The City of Mercer Island promotes and supports workplace diversity and does not discriminate on the basis of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age, disability, veteran status, genetic information, or any other protected status.*

*Persons needing assistance in the application process may call the Human Resources Office, at (206)275-7794. ADA accommodations made upon request. All City of Mercer Island employment offers are contingent on the applicant meeting the requirements of the Immigration Reform and Control Act as set forth in EEOC Form 164 (EEO-9). This Act requires the City of Mercer Island to verify the identity of every new employee as well as their legal right to work in the United States. This verification requires you to complete the Government's Employment Eligibility Verification Form (I-9) and present the required documentation on the first day of employment.*

**City of Mercer Island; 9611 SE 36th Street; Mercer Island, WA 98040-3732 (206) 275-7600**  
Telecommunications Device for the Deaf (425) 803-1751

