

Department: Town of Wilmington
Classification: _____
Grade: _____

SPEC DISK H4
DOCUMENT 39

YOUTH EMPLOYMENT AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing light routine non-technical work in connection with dealing with the general public and the youth of the community engaged in a youth employment program. Employees in this position are required to perform simple clerical duties. The work is performed under the general supervision of the Youth Commission Chairman. Supervision of others is not a requirement of this position. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Enrolls youth in an employment program;
Alerts local residents and businesses that there are youths available for jobs;
Arranges for employers to contact prospective youth employees for work to be done;
Keeps on file youth applications as well as reports on how well the youth worked.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to be courteous and secure the cooperation of the general public;
ability to keep simple records; honesty; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None are required.