



YES Representative Job Description



Spring/Summer 2026

Our Organization:

The **City of Ithaca** values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with a variety of lived experiences.

The **Ithaca Youth Bureau (IYB)** fosters an equitable work environment where everyone can thrive. We equip youth from diverse backgrounds with tools for success, promoting physical, mental, and civic well-being. Through recreation and youth development programs, we empower young people to reach their full potential and positively impact the world.

Youth Employment Service (YES) is a program of the Ithaca Youth Bureau with a mission to level, clear, and widen the path to flourishing adulthood. We offer work-readiness education, supportive subsidized employment, and leadership and civic engagement opportunities to teens in Ithaca and Tompkins County. The YES staff team includes five year-round/permanent staff and up to five part-time/seasonal employees, working collaboratively to deliver services. Our YES Summer Jobs Program provides ~160 teens with supportive subsidized employment at 70+ community businesses/organizations.

The Position: This position will provide support to teens engaged in school-year subsidized work placements as well as applicants to our YES Summer Jobs Program. The ideal candidate will be available to work through the conclusion of our Summer Jobs Program in mid-late August. Since this position spans both our Spring intake season and Summer program season, program duties are broken out seasonally.

Feb-May Duties:

- Attend weekly in-school outreach appointments across ICSD middle and high schools, conducting in-person interviews during school lunches and/or after school.
- Input interview notes, application details, and required documentation into program database, assist with physical file management and participant eligibility as necessary.
- Participate in matching sessions to collaboratively match teens with worksite placements that fit their skills, strengths, and needs.
- Conduct remote and in-person check-ins with teens working subsidized jobs to provide support.
- Provide participants and caregivers with program information, referrals, and supportive services as necessary. Communicate with teens and families regarding their application status.
- Prepare materials for participant and worksite orientation training sessions, job offer letters, etc.

June-August:

- Build rapport with teens using a strength-based coaching approach.
- Co-facilitate orientation and training sessions for youth and worksite supervisors.
- Oversee a portfolio of teen participants and their respective worksite supervisors, conduct weekly site visits during the work period of the program, document each contact with case notes in program database.
- Maintain professional relationships with worksite supervisors, teens, and caregivers, and connect to resources as necessary. Assist with goal-setting, feedback, improvement plans, and troubleshooting.
- Collect and enter program documentation promptly including weekly timesheets, mid-point and final evaluations, and exit surveys.

- Contribute to an orderly work environment by sharing rotating responsibility for Office Coverage, including answering phones, filing paperwork, and maintaining case files.
- Participate in team meetings, collaborative troubleshooting, and programmatic improvement efforts.

Need to have: YES Reps must be proactive and positive communicators with a commitment to equity and social justice. They must be interested and able to build strength-based relationships with youth and adult supervisors while maintaining professionalism and healthy boundaries. They must possess a valid driver's license, be 18+, and have demonstrated work experience. YES Reps have excellent verbal and written communication skills, strong competence with basic computer applications, and are able to perform accurate data entry. They are detail-oriented, able to prioritize shifting responsibilities in a fast-paced environment, able to work productively with people of all backgrounds, identities, and family systems, and they have a high level of personal initiative.

Nice to have: Experience working with youth in a case management capacity. Strong knowledge of the Ithaca and Tompkins County community. Coursework in human services, psychology, sociology, education or similar. Experience working in an office setting, access to a reliable personal vehicle.

Hours: 35 hours/week between the hours of 9-5 or 10-6 Monday through Friday. Occasional evening and weekend hours may be required to accommodate participant orientations and work schedules.

Pay: Tompkins County Living Wage \$24.82/hr

This position falls under the Part-Time/Seasonal classification for the Ithaca Youth Bureau, which means we are unable to offer health insurance or accrued leave time. We are able to offer mileage reimbursement and flexible scheduling.

Contact Person: Ever Stokes, Program Coordinator **Email:** bstokes@cityofithaca.org

Application Instructions: Interested parties should fill out the [IYB Job Interest form](#), select Youth Employment Service Representative (YES) Summer Rep, and upload a resumé under the Supportive Documents section. Qualified applicants will be contacted to schedule an interview.