200 JOB DESCRIPTION

City of Minneapolis STEP-UP Program For 14 & 15 Year Olds

Agency:	# of positions available:
Phone:	# of weeks: 9☐ or other
Name Of Worksite (If Different Than Agency):	Work schedule: # hours/week from AM☐ PM☐ to AM☐ PM☐ Days of week: m☐ t☐ w☐ t☐ f☐ s☐ s☐ Are these hours flexible? yes ☐ no ☐
Address:	
Contact Person (For Job Interview):	Specific qualifications desired (i.e. bi-lingual):
Contact Person Phone:	Bus line(s) nearest your site:
Supervisor Name:	Languages spoken by supervisory staff other than English:
Youth Job Title:	**Purpose:**

Responsibilities and duties to accomplish these	Related SCANS skills	% time

METP USE ONLY	WORKERS COMP CODE	AREA 20/N (or) 30/S

Please fill out both sides

200 JOB DESCRIPTION

City of Minneapolis STEP-UP Program For 14 & 15 Year Olds

Job Title:	**Agency:**

REQUIREMENTS:

1. Be between 14 and 21 years old
2. Be willing to learn how work skills and school skills are related
3. Be willing to practice skills in the following areas:
   a. basic reading, math, and communication (listening and speaking)
   b. creative thinking, decision making, problem solving, reasoning, and learning
   c. responsibility, self-management, honesty, and integrity

In this job, most youth workers will be required to be involved in learning activities at this worksite and/or at an activities center, to follow the policies and procedures of the place where they work, and to complete all other tasks as may be assigned.

TYPE OF JOB PERFORMED (choose one/best fit**):**

- ☐ Office, clerical
- ☐ Building maintenance, custodial, repair
- ☐ Recreation, camps, playgrounds
- ☐ Grounds, landscaping, conservation
- ☐ Classroom aide
- ☐ Day care
- ☐ Health service
- ☐ Libraries, museums, labs
- ☐ Food service
- ☐ Construction work
- ☐ Other(please specify)

In this job, youth workers will be required to plan and evaluate the following:

In this job, youth workers will be required to learn the following about the place where they work:

Please fill out both sides