

Proposal for Tompkins Workforce NY - Summer Youth Employment Program Participation

The Office of the Enfield Town Clerk proposes Hosting a Summer Youth Employment Program participant for the summer of 2020 for a period of 6 – 7 week at 10-12 (and up to 20) hours per week on-site or as conditions require (hybrid: on-site and/or virtual remote employment).

The individual would potentially fulfill general clerical responsibilities accordingly:

In – office: general office work including, collecting, opening and distributing mail, filing, answering telephones, taking messages and directing calls copying, faxing, assisting with mailings, including notices, and assisting with the issuance of dog licenses, assisting with DECALS and applications, assisting with applications for marriage certificates, updating the marquis event and meeting announcements and greeting customers per to ROOP standards,

Remote: research, website updates, email, editing transcription software transcripts. This commitment requires a working relationship with the candidate as well as with Tompkins Workforce NY Youth Department: Tompkins Workforce NY - Interim Director - Jackie Mouilleseaux, Transition Specialists Beth Hardesty and Christopher Dettmann, and Project Assistant Amy Callahan.

Funding is provided by (OTDA) The Office of Temporary and Disability Assistance. The 2020 program is providing for 150 youths and 20 -40 worksites at this time and is subject to increases over the next two weeks. **Oversight is by Tompkins Workforce Development and Operated by Tompkins Workforce NY.**

The Office of the Enfield Town Clerk will be responsible for health and safety of the participant, on the Town premises, supervision and accountability (re: daily and weekly monitoring of timesheet and a weekly submission of the timesheet, signed by host), daily inquiry of health status of participant and an open line of communication with the participant as well as with TWFNY.

The participant is technically an employee of Tompkins County and the Town of Enfield is considered the Host agency. This is a supportive employment opportunity for the individual as well as a welcome service to the Town of Enfield, NY.

<https://tompkinscountyny.gov/wfny/summeryouth>
<https://tompkinscountyny.gov/wfny/youth>