

YOUTH JOBS CORPS PROGRAM AMBASSADOR

DEFINITION

Individuals assigned to this classification are funded through the Youth Jobs Corps Program grant.

Under close supervision, performs hospitality, light maintenance and upkeep duties in a variety of environments primarily outdoors consistent with the One Fresno Youth Ambassador program.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Manager or designee. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

The Californians For All Youth Workforce Program is a Governor's initiative administered by California Volunteers in partnership with cities across California. YJCP Ambassadors can be employed by qualifying Community Based Organizations (CBOs) through the City of Fresno or directly by the City of Fresno and must meet the eligibility requirements of the YJCP grant to serve as an Ambassador in this program. Incumbents perform hospitality, light maintenance and upkeep while receiving job training, mentoring and wrap around services while they participate in the program.

YJCP Ambassadors may be required to work various hours including nights, evenings and weekends as assigned and outdoors in various weather conditions. This position is at will and limited in duration consistent with the YJCP grant program.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include but not limited to the following depending on the assignment:

Performs various tasks in support of assignment area such as greeting visitors and members of the public; providing information regarding government agencies, venues, events and other areas; performing light maintenance work including emptying trash receptacles, litter removal, picking up trash and utilizing tools such as graffiti wipes and light cleaning tools.

Reads and understands directions, regulations, laws, policies, rules and instructions.

Assists the public with wayfinding and inquiries.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

May include, but not limited to, the following depending on the assignment:

Knowledge of:

Local geography including the location of streets, public buildings, and other public facilities.

Safe work methods and practices.

Skill/Ability to:

Provide information and directions to visitors and members of the public.

Perform routine work including maintaining records.

Read and understand directions, regulations, laws, policies, rules and instructions.

Assess and provide support based upon community needs.

Understand and complete simple check lists, supply forms, product labels, material safety data sheets, report forms, and related paperwork.

Perform light maintenance and upkeep work including picking up trash, litter removal, emptying receptacles and utilizing tools such as graffiti wipes and light cleaning tools for extended periods and under adverse weather conditions.

Establish and maintain effective working relationships.

Follow oral and written instructions.

Operate modern office equipment including computer equipment, radio and a cellular phone.

MINIMUM QUALIFICATIONS

Must meet age and eligibility requirements for the YJCP grant program.

Special Requirement(s):

Possession of a valid California Driver's License may be required, depending on the nature of the specific assignment.

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 12/6/2023

New: 8/28/2023