**Class Summary**

The responsibilities of this classification include performing various tasks which are designed to increase youth access to employment, learning, and mentorship opportunities. Incumbents will work with a (or a team of) King County Employee Mentor(s).

Incumbents in this classification are limited to individuals who are accepted into the Lift Every Youth program.

**Distinguishing Characteristics**

This is a single level classification. Incumbents in this classification are accepted into the Lift Every Youth program and hired in a training capacity and provided training, mentoring, and guidance according to a documented development plan.

**Examples of Duties**

1. Attend various trainings including but not limited to Equity and Social Justice, mediations, and job readiness.
2. Build education and employment portfolio.
3. Learn how to perform general office work.
4. Attend scheduled meetings with assigned Employee Mentor Supervisor(s).
5. Participate in and gain skills related to King County’s planning, programs and services
6. Perform other duties as assigned.

**Knowledge/Skills**

Ability to learn work readiness skills such as time management, project completion, and managing expectations and feedback

Ability to develop competency-based skills, including conflict management, leadership behaviors, and work-appropriate communication

Ability to learn technical skills including word processing, research, information gathering and literacy

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to multitask, think critically and creatively

Ability to work independently and as a team member

**Education and Experience Requirements**

Approved as an intern in Lift Every Youth Program

**Licensing, Certification and Other Requirements**

None

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| **FLSA Designation** | Non-Exempt  |
| **Service Status** | Short Term Temporary  |
| **EEO Code** | 6 |
| **Levels within same series** | None |
| **Class History** | 04/2017 - Created |