



Summer Youth Advisor
Clerical/Community Aide (Part Time/Extra Help)
Stanislaus County Workforce Development
\$35,152 - \$42,727 Annually

Application deadline: January 20, 2026

This recruitment will close after 100 applications are received.

THE POSITION

The Summer Youth Advisor position will support Summer Youth Program participants by attending recruitment events, processing applications, gathering eligibility documentation, and enrolling youth into the program. They will also lead worksite orientation workshops, conduct onboarding at job sites, and provide ongoing mentorship focused on developing work maturity skills. Additional responsibilities include collecting and verifying timesheets, maintaining accurate case files, and ensuring a smooth closeout process for both participants and worksites. This position requires intermediate computer skills, attention to detail, outward engagement with businesses and schools. This is a rewarding opportunity to make a meaningful impact in the lives of young people facing barriers to employment.

Becoming a community of choice, where people live, work, and thrive - a place worthy of calling home.

THE IDEAL CANDIDATE

Stanislaus County Workforce Development is seeking qualified candidates for a Summer Youth Advisor - Clerical/Community Aide in the Youth Services Division. The ideal candidate will have an interest working with youth programs and connecting with the community's youth; show pride in their ability to deliver excellent customer service; have a positive attention to detail, critical thinking, problem-solving skills, adapt well to change; relate well with individuals of varied backgrounds and show empathy and courtesy.

Knowledge/Skills/Abilities

- Customer Service
- Intermediate computer skills
- English Language
- Active Listening and Learning
- Reading Comprehension
- Attention to detail
- Writing
- Critical Thinking
- Monitoring
- Complex Problem Solving
- Social Skills
- Judgement and Decision Making
- Attentiveness
- Idea Generation and Reasoning Abilities
- Engagement with businesses/schools

*Apply today
to join our team & make a
difference in Stanislaus County*

For further information on Stanislaus County's open job opportunities, scan the QR code or visit www.stanjobs.org





THE TYPICAL TASKS

- Attend recruitment events
- Process applications
- Gather eligibility documentation
- Determine program eligibility
- Enroll high school seniors into the Summer Work Program
- Lead orientation workshops
- Conduct job site onboarding
- Provide mentorship
- Drive to multiple locations
- Collect/verify timesheets
- Complete necessary paperwork timely and accurately
- Compile information and data necessary for the preparation of various data analysis reports
- Input data into an automated computer system
- Maintain case files and close out Summer Work activities
- Refer youth to appropriate services, if needed

ABOUT YOUTH SERVICES DIVISION

The Youth Services Division is dedicated to helping young people overcome barriers and build pathways to success through a variety of targeted employment and training programs. The division serves both in-school and out-of-school youth, offering job readiness training, paid work experience, and support services that promote long-term career and educational goals. Our Summer Youth Program provides hands-on job experience and mentorship during the summer months, while year-round programs support justice-involved youth with reentry workshops and employment opportunities. We also offer inclusive programs for youth with disabilities, ensuring access to meaningful work and skill development. Additionally, our public service internship programs introduce youth to careers in government, thereby fostering civic engagement and leadership. Each program is designed to meet youth where they are and help them grow into confident, capable contributors to their communities.

EDUCATION & EXPERIENCE

MINIMUM QUALIFICATIONS

- High School Graduate or General Educational Development (GED) equivalency.

DESIRABLE QUALIFICATIONS

In addition to the minimum qualifications, applicant screening may focus on the following desirable qualifications. Please list any of these qualifications you may have within the "Duties" section of the online application.

- Currently be enrolled in a four-year degree program; OR
- Be enrolled in a two-year degree program; OR
- Be enrolled in a graduate program; OR
- Be enrolled in college level coursework and have special measurable technical skills.

Proof of education may be required for verification purposes after the eligible list has been established as part of the selection interview process. Proof of education (transcripts and/or degree) may be attached at the time of online application submission if available.



QUICK GUIDE TO APPLYING

APPLICATION PROCESS



1.
Find the
Right Job



2.
Update Your
Application



3.
Submit Your
Application



4.
Wait for
Processing



5.
Receive Notice of
Application Status

APPLICATION BEST PRACTICES

BE COMPLETE

We screen for qualifications based on the information provided on your application, not on your resume. **Please make sure all relevant experience is listed within the body of your application.**

BE DETAILED

Connect your professional experiences to the job's knowledge, skills and abilities. **Share your work history and how it relates to the minimum qualifications of the position.**

UPDATE YOUR APPLICATION

Take the time to review and update your application each time you apply for a new position. **Ensure that your employment dates are correct and that any relevant skills or experiences are listed.**

ATTACH SUPPORTING DOCUMENTS

Attach any required supporting documentation listed in the Minimum Qualifications. **Not submitting that typing certificate or proof of education could be the reason you are disqualified!**

HIGHLIGHT DESIRABLE QUALIFICATIONS

If there are desirable qualifications listed, they may influence the screening process. **Detail how you meet both minimum qualifications and desirable qualifications in the duties section of your application.**

COMMON MISTAKES TO AVOID

WRITING "SEE RESUME"

Relying on your resume instead of completing the application can hurt your chances. **Be sure to fill out all sections and attach proof of education when required, as resumes alone don't provide the details needed to evaluate your qualifications.**

OUTDATED OR MISSING REFERENCES

Submitting old contact information or leaving references blank can delay the reference check process. **Include current, reachable contact information for all references.**

INCLUDING TOO MUCH OR UNRELATED INFO

Adding long paragraphs or unrelated experiences can make your application unclear. **Keep your application clear, concise, and focused on relevant qualifications.**

ASSUMING COMPUTERS SCREEN APPLICATIONS

Believing that a computer or automated system selects qualified candidates is a common misconception. **All applications are reviewed by trained recruitment analysts, so make sure your experience is clearly detailed.**

CLASSIFICATION INFORMATION

Part-time extra-help is a provisional classification where permanent status may not be obtained. This position is subject to overtime, standby, shift, and callback assignments and will perform related duties as assigned. This position is non-benefited except for participation in a 401a program.

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <http://www.stancounty.com/riskmgmt/> under the "Disability" tab.

APPLICATION PROCEDURES/FINAL FILING DATE: January 20th, 2026

Oral Examinations are tentatively scheduled for the week of January 26, 2026.

Note: The eligible list generated from this recruitment may be used to fill future extra-help, part-time and full-time vacancies throughout Stanislaus County.

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

Resumes will not be accepted in lieu of a completed application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.
- Some positions may be required to possess and maintain a valid California Driver's License and meet County insurability requirements.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.