

HOWARD AREA COMMUNITY CENTER

Job Description

Job Title: WIA Youth Employment Senior Coordinator

Status: Full Time

Department: Youth

Supervisor: Director of Youth Program

Position: #24

Grade: C

FLSA Status: Exempt

SUMMARY: Leads and coordinates the WIA Youth Employment program, which includes developing and implementing a high quality successful program. The Sr. Coordinator recruits and interviews youth, as well as provides individual and group services related to job, career and college coaching for participants. The Sr. Coordinator also develops relationships with stakeholders, especially employers to ensure that our youth can gain employment outside of Howard Area.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Program Management

- Develops a comprehensive vision and detailed program plan for the WIA Youth Employment program at Howard Area, with assistance and buy-in from the Director and Assistant Case Managers
- Coordinates and leads the WIA Youth Employment program.
- Supervises WIA Assistant Case Managers, youth (WIA workers) and volunteers. Provides mentoring, coaching and feedback to ensure continuous improvement and professional development. Ensures that all WIA staff are performing at a high level and meeting their goals.
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- Implements recruiting activities at local and alternative high schools and ensures that minimum attendance requirements are met.
- Works collaboratively with the Youth Program Director and other Youth Program Coordinators on program evaluation, planning and attendance tracking.
- Ensures that program and fiscal goals are met. Complies with all WIA guidelines and goals. Monitors the program budget to ensure that we are spending at the appropriate rate and within the appropriate categories. Complies with all WIA guidelines and goals.
- Communicates effectively with all stakeholders, which includes writing grant applications and supporting information for funders, memos/letters to program participants and parents, letters/emails to community leaders and businesses, and program updates. It also includes attending and engaging in meetings with stakeholders.
- Processes purchase orders accurately and in a timely fashion
- Participates actively in staff development activities and staff meetings.
- Seeks out opportunities to further develop professionally and further develop the WIA program
- Offers suggestions for continuous improvement of the program
- Performs other tasks as assigned by Youth Program Director.

Case Management

- Interviews and enrolls qualified youth in program, which includes monitoring income requirements, keeping track of other documentation and ensuring that the youth are a good fit for our WIA program, meaning that we can address their needs in order to help them get placed into employment or go to college.
- Ensures that WIA youth meet their goals (e.g. go to college, get a job, etc) by conducting one-on-one counseling and group education/support sessions.
- Provides information about resources, advocacy and case management to participants.

- Actively communicates with all youth on the caseload at least one time per month.
- Provides follow up on an as-needed basis through phone calls, home visits and school visits.
- Assures all youth are supervised during program hours
- Completes case notes and appropriate enrollment at least one a month. Monitors case note requirements as submitted by Asst. Case Managers.
- Keeps accurate physical and electronic records, which includes maintaining the IWDS database.
- Compiles and prepares reports as requested.
- Supports positive youth development by encouraging youth to achieve success in academics as well as in a specific profession.
- Obtains YDPCP Certification.

Job, Career and College Development

- Establishes and maintains relationships with employers to ensure that our youth can get jobs in the community. This includes networking with local businesses, community groups, organizations and community leaders regarding all aspects of youth employment.
- Serves as a liaison to organizations and businesses that employ WIA youth to ensure WIA youth are top performers and to maintain a strong relationship with the employer
- Develops workshops and assists WIA youth one-on-one regarding job development and career exploration activities (e.g. applying for employment, college and/or scholarships; writing a resume; seeking internship and career shadowing opportunities)
- Works with Howard Area’s Adult Employment Division and other community-based organizations to collaborate on developing relationships with potential employers, hosting educational workshops, networking in the community, and any other activities that promote youth employment
- Provides on-the-job observation and coaching to employed WIA youth

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor’s degree and 2 years of experience or minimum of 4 years of experience working with underserved children and families of various cultural/ethnic backgrounds. Experience working in job development or for a WIA program is a plus. Experience working with high school youth, ages 16-18, is preferred.

Application:

To apply for this position, please send a 1-page resume and 1-page cover letter, addressing how you are equipped to fulfill the essential duties and responsibilities, to YouthDeptJobs@howardarea.org. Please put the name of the position in the subject line of the email and in the cover letter. Apply by Sept. 17.

I have read, understand and accept the above essential duties and responsibilities as a condition of continued employment with HACC, and will seek and accept supervision and periodic evaluations to help me fulfill them.

Employee: _____ Supervisor: _____
 Date: _____ Date: _____
 HR Initials: _____