

MICHIGAN WORKS! YOUTHBUILD SITE COORDINATOR

TITLE: YouthBuild Leadership/Site Coordinator

LOCATION: Petoskey, Michigan (serving Charlevoix and Emmet Counties)

REPORTS TO: YouthBuild Manager

DATES: Two year program beginning September, 2011

EMPLOYMENT TERMS: Full-time, temporary/52 weeks/exempt level, supervisory position

QUALIFICATIONS:

- Minimum of Bachelor's Degree in Education, Human Services, Social Work, Counseling or other related field.
- Prior experience in adult/alternative education instruction, with emphasis in math and reading.
- Experience in youth development, crisis intervention, and collaborating with local human service resources.
- Excellent interpersonal and problem-solving skills; and the ability to relate to a wide range of issues, people and institutions.
- Excellent public speaking, listening, writing, and computer skills to include Microsoft Office and database management.
- Supervisory experience directing both staff and youth.
- Ability to pass both a Motor Vehicle Record and school fingerprint background check.

EVALUATION: Conducted by the YouthBuild Manager after 45 days and ongoing as needed.

PURPOSE:

- To assist YouthBuild participants, ages 16-24, to become employable, productive citizens, working with them to set and achieve individualized development plans for education, leadership, and employment.
- To support program participants in dealing with personal, educational, and other issues which present obstacles to their success.
- To supervise, coordinate, and integrate the three main components of the YouthBuild program; education, construction trades, and leadership development.
- To ensure and track successful post program placement in education and/or employment.
- To ensure documentation and data input requirements are met which substantiate grant performance measures.

RESPONSIBILITIES

SUPERVISORY:

1. Provide leadership and oversight for daily site operations, integrating job readiness preparation into all aspects of the program.
2. Assist with YouthBuild participant recruitment to include: identifying recruitment sources, community presentations, screening applicants, and collecting eligibility documentation.
3. Organize, plan, and participate in program orientation and initial "Mental Toughness" training.
4. Coordinate weekly schedule and civic service activities.
5. Ensure staff members maintain consistency in administration of program policies and procedures.
6. Assist YouthBuild Manager in staff training and evaluation.

7. Communicate with YouthBuild Manager on a regular basis to provide program updates, achievements and milestones, and to identify program gaps/challenges.
8. Plan and coordinate public relations events such as open houses, celebration activities, and presentations to other community organizations.
9. Maintain a clean, organized and professional learning environment.

EDUCATION and LEADERSHIP ACTIVITIES:

1. Provide GED curriculum instruction in both math and reading along with the academic coordinator.
2. Develop and teach leadership and life management skills to program participants utilizing recommended curriculum and resources.
3. Plan and coordinate a year-long site calendar that incorporates regularly scheduled TABE (Test of Adult Basic Education) and GED (General Education Development) education testing, construction schedule, leadership events, and community service opportunities.
4. Model and teach employability skills and work place ethics.

CASE MANAGEMENT and FOLLOW UP: (performed in conjunction with WIA Youth Advisor)

1. Work with participants individually to assess personal, educational, and employment needs, develop a customized action plan, and help finding resources to meet their needs.
2. Meet with participants who require individual attention to address negative or ineffective attitudes and behaviors and assist with developing a plan to facilitate growth and change.
3. Advocate with human service, health, court, and criminal justice systems to resolve issues facing participants.
4. Develop cooperative working relationships with community partners to expand resources for participants to include volunteer tutors and access to professional counseling services.
5. Assist in participant follow-up activities including, portfolio development, job placement, post-secondary education exploration and on-going vocational training and internship/apprenticeship opportunities.
6. Attend case management meetings and provide observations of participant's strengths and weaknesses.

DATA MANAGEMENT, DOCUMENTATION and ADMINISTRATIVE:

1. Obtain and furnish all necessary documentation to the YouthBuild Manager/Records Clerk in accordance with various grant requirements in an accurate and timely fashion.
2. Complete the weekly report form by Wednesday of the following week.
3. Conduct regular inventories and oversee the maintenance of the YouthBuild site and equipment.
4. Transport participants to work site, testing appointments or other personal appointments when necessary.
5. Generate periodic reports as requested.
6. Participate in and scribe weekly staff meetings.
7. All other duties as assigned.

PROGRAM HOURS:

Hours are generally 8:30 am to 5 pm, Monday through Friday. Occasional weekend hours may be required.