

Worcester Community Action Council, Inc.
484 Main Street, 2nd Floor
Worcester MA 01608
(508) 754-1176

Youth Employment Coordinator in Worcester

Brief Description:

Responsible for coordinating youth employment programs, developing and facilitating work readiness curriculum, collaborating with local partners to establish best practices for youth outreach and recruitment as well as meeting youth employment goals as established by WCAC and/or partner agencies.

Qualifications:

- Bachelor's degree in human services, social work or related field.
- Must be proficient in Microsoft Office.
- Ability to work effectively and cooperatively with staff and clients from diverse cultural, educational and socio-economic backgrounds required.
- Excellent verbal and written skills required.
- Experience working with at-risk youth required.
- Experience supervising staff preferred.
- Ability to maintain confidential information.
- Bilingual ability preferred.
- Ability to successfully complete a CORI/SORI review.

Duties and Responsibilities:

- Coordinate all aspects of YouthWorks summer and year-round program. This includes coordinating the intake and eligibility system and process; annual review of program application materials to meet funder requirements, outreach, recruitment and partnership development practices; annual training to new and returning Case Managers on eligibility requirements, intake procedures and managing weekly site visits and collection of weekly timesheets;
- Coordinate the YouthWorks Summer Jobs program work readiness training, to include recruitment of and communication with trainers, scheduling and facilitating Commonwealth Corporation's Signaling Success® work readiness training. Responsible for researching other work readiness curriculums and integrating best practices into work readiness workshops as appropriate.

- Maintain detailed client database for the YouthWorks program, including data entry, tracking program requirements, and ensuring accurate information.
- Provide training and supervision of YouthWorks summer Case Managers.
- Coordinate work readiness workshops citywide with partner agencies and in conjunction with City Initiatives.
- Assist with the development of and implementation of work readiness workshops appropriate for middle school aged youth in Southbridge and other areas as required.
- Coordinate all aspects of WCAC's Youth Employment Seminars (YES) to include developing curriculum, scheduling and inviting guest speakers to participate, and group facilitation.
- Attend train-the-trainer workshops and other professional development trainings.

Excellent benefits to include Blue Cross Medical and Dental, Agency paid Life Insurance, 403(b), paid time off and much more.

Send resume with cover letter specifying position to: Human Resource Director, Worcester Community Action Council, Inc., 484 Main St., 2nd Fl., Worcester, MA 01608. AA/EOE.