

**Goodman Community Center
TEENworks Career Coordinator
January 2012**

TEENworks is designed to support the development of job skills, social skills and content related to a variety of career tracks, preparing teens for employment in a variety of career paths. This initiative is a partnership between Goodman Community Center, Madison College, and East High School.

GCC's **TEENworks Career Coordinator** will create a network between secondary educational organizations, high school students and their families designed to prepare underachieving youth with varied postsecondary career options.

Specific duties include:

1. Provide enrichment-based programming for high school aged youth promoting student academic achievement, life skills, employment skills and training opportunities in career pathways.
2. Assist in the development and supervision of youth employment career tracks within GCC
3. Support the transition of youth from high school to post-secondary education institutions and/or successful, independent employment.
4. Develop and maintain relationships with postsecondary education institutions and industries.

20—25 hours per week including evening and week end hours

Reports to TEENworks Program Manager

Qualifications:

- Experience working with high school youth, with particular emphasis on working with at-risk and low income youth
- Experience with youth program planning and management
- Knowledge of and experience with youth employment programs, strategies and principals
- Experience with volunteer supervision
- Experience with youth supervision and youth leadership
- Strong organizational, facilitating, and leadership skills.
- Ability to work independently and as part of a team.
- Valid Wisconsin Driver's License and clean driving record.

Program Development

1. Assist with the development, preparation and supervision of youth employment programming for high school youth
2. Provide one on one supervision, job coaching and mentoring of youth participating in GCC's youth employment programs in all areas of job skill development including kitchen, café, child development, building, maintenance and landscaping
3. Continue to research and develop new career tracks for high school students as directed by funding and supervisor
 - Create Industry Advisory Group to assist in the development of the career tracks
 - Develop and Maintain relationships and resources to support teens in need of social service programs (job readiness, child care resources, living arrangements ect)

Program Implementation

1. Recruit students from local high schools interested in job skill training
 - Develop and maintain presence with school staff utilizing a variety of strategies to increase visibility of GCC's Youth Employment Program
 - Coordinate efforts with teachers to identify areas for support and needs of students as they pursue related career tracks
 - Organize study groups for these high school youth as needed to be successful in a career option, recruiting tutors as needed to support academic needs
 - Communicate and engage parents to support academic efforts of students
 - Work with GCC program coordinators to provide overview of career opportunities to HS students
 - Coordinate a variety of program opportunities for the high school community, ie: health fair, employment career fair
 - Develop and maintain partnerships with a variety of industries supporting GCC's career path pipeline to employment
2. Assist in record keeping and program reporting for the youth programs, utilizing required report formats
3. Other duties as assigned

Employee signature

Received Date