

SBWIB, Inc.

SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

A Private Nonprofit Corporation

An Equal Opportunity Employer

Youth Program Coordinator I

JOB ANNOUNCEMENT

Summary

The South Bay Workforce Investment Board, Inc. (SBWIB) is seeking an experienced, self-motivated and well-organized Youth Program Coordinator assigned to our YouthBuild Program. YouthBuild is an innovative program designed to provide “at risk” youth, aged 16-24, that reside in the Los Angeles area with preparation leading to a High School diploma, life skills and leadership development training concurrently with vocational and hands-on training in the construction trades and other career paths. This person will be responsible for coordinating youth related programs and specifically assigned to our AmeriCorp program at this time. The ideal candidate must be detail-oriented, have great communication skills, have outstanding people skills and be able to work well with others from diverse backgrounds, opinions and needs.

Salary & Benefits

This is a full-time position, 40 hours/week (M-F 7:30am-4:00pm), with a starting hourly wage of \$24.19. Our Company has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefit package represents a hidden value of additional income to our employees, which include a 65% health cost reimbursement (for employee only), sick and vacation time, holidays and a competitive 401k plan. All full-time employees are invited to participate in the company's health benefits package after completing the 60-90-day employment introductory period.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in Social Sciences, Business, Public Administration, or a related field; at least two (2) years of experience in the delivery of social service programs/job training and development (experience may be substitute education on a year-for-year basis). A valid California Driver's License, current vehicle insurance and reliable transportation are required. Must be able to pass a background clearance. **Must be flexible to work some Saturdays.**

Other Qualifications

- Demonstrated ability to engage young adults of diverse ethnicities and backgrounds and ability to be sensitive to a multi-cultural, multi-ethnic population;
- Critical knowledge base of social and economic conditions facing our communities and demonstrated commitment to making a difference;
- Must be capable of establishing great working rapport and work effectively as part of a team or independently;
- Strong verbal skills to communicate effectively with staff, program members, volunteers, and community groups;
- Strong written communication skills with an ability to develop comprehensive program materials and reports;
- Skilled at taking initiative, problem solving, adapting to change and productively managing time;
- Computer literate.

Essential Duties and Responsibilities

Working under the supervision of the Youth Program Manager, or designee, the Youth Program Coordinator's duties include, but are not limited to, the following:

- Manage the AmeriCorps program: 4 fulltime volunteers and approximately 35 quarter-time volunteers
 - (<http://www.nationalservice.gov/programs/ameriCorps> for more info)
- Coordinate Community Action Projects, service learning projects and/or program curriculums with teachers

- and other program staff to ensure structure, guidance and goal attainment as necessary
- Coordinate the development of meaningful service projects relevant to and within the Lennox community;
 - Develop partnerships within the community for community events, volunteering opportunities, etc., and coordinate community services events as required;
 - Develop and maintain a list of organizations in the community where members may volunteer. Include contact information, and support members in making contact if needed;
 - Schedule and conduct volunteer orientations;
 - Schedule individual member community service activities and placements, including Saturday activities as required;
 - Track member/volunteer activities, progress and results using formal/informal tracking systems and methods;
 - Ensure all members are participating in the AmeriCorps Education Award program (members must register fill out appropriate forms and receive a site orientation);
 - Maintain AmeriCorps WBRS database of program performance on a weekly basis.
 - Maintain proper volunteer files, including all required documents and timesheets per agreed upon checklist;
 - Administer quarterly member evaluations, including tracking progress methods;
 - Develop 'benchmark' system, with regular updates on progress, member awareness of if they are on track or not (# of AMC hours), and support members in earning additional hours if needed;
 - Ensure members are appropriately utilized and engaged in meaningful activities to enhance their experience;
 - Ensure volunteers use appropriate safety equipment and practice safety procedures onsite;
 - Assist in maintaining a positive, professional, safe, and harassment free work environment.
 - Serve as ambassador for YouthBuild on the worksite and in the community;
 - Make presentations and attend events in the community to represent SBWIB-YouthBuild as needed;
 - Perform other duties of a similar nature or level as required.

Working Conditions

Performing duties of this position may require spending the majority of the day walking, standing, sitting at a desk and some lifting and bending for filing purposes. Must have good time management skills, be able to work well under stress and meet deadlines. Reliable transportation, a valid driver's license and proof of insurance is a must. Must also be able to travel to other office locations for trainings, conferences and/or meetings within or outside our local area and occasionally statewide in which such travel may last one (1) or more days.

How to Apply

Send a cover letter and résumé to apply@sbwib.org for consideration. Recruitment for this position will end upon receipt of a sufficient number of résumés. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. No phone calls please.

The SBWIB, Inc. is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, sex, gender identity, national origin, age, mental or physical disability, medical condition, marital status, sexual orientation, pregnancy, ancestry, religion, military or veteran status, or any other status protected by law.

The SBWIB, Inc. provides reasonable accommodations consistent with its legal obligations. Therefore, applicants who may need reasonable accommodations or other assistance in relation to a disability or religion, at any point within the application process or thereafter if hired, should immediately inform SBWIB, Inc. by sending an email to apply@sbwib.org.