

**PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.**

**JOB DESCRIPTION**

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**POSITION: YOUTH PROGRAMS SUPERVISOR**

**PURPOSE:** Supervise youth employment and training and afterschool programs while providing education, training, and support to clients in math, reading, communications, job readiness, GED preparation, life skills, vocational training and goal setting.

**QUALIFICATIONS:**

Education: B.S. in Business, Education, Sociology, or related field with a commitment to obtain a Global Career Development Facilitator Certificate within 12 months of hire.

Experience: 4 years work experience in program services with 2 years in supervisory role.

Skills, Abilities, and Knowledge:

- a. Ability to apply independent judgment
- b. Ability to perform multiple tasks simultaneously
- c. Excellent accuracy and organizational skills and accountability
- d. Ability to exercise discretion and maintain confidentiality
- e. Excellent interpersonal and communication skills
- f. Machine operation including calculator, photocopier, etc.
- g. Extensive computer knowledge and skills
- h. Ability to motivate and supervise others
- i. Effective oral and written communication skills
- j. Ability to achieve goals with little supervision

**REPORTS TO:** Director of Education and Workforce Development

**SUPERVISES:** Youth Specialists and Afterschool Program Coordinator

**JOB REQUIREMENTS:**

Alternative hours; alternative locations

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur frequently

Physical Efforts: Light physical effort in a predominately sitting position

Special Demands: Driving/Traveling and potential eyestrain

Must possess a valid PA driver's license.

**RESPONSIBILITIES:** Duties may include any or all of the following: This list is intended to be representative.

01. Supervise program staff and schedule meetings to ensure all necessary paperwork is accomplished
02. Understand and maintain knowledge of youth training and afterschool program guidelines
03. Monitor youth and afterschool program activities
04. Resolve conflicts and complaints
05. Oversee recruitment for youth training and afterschool programs
06. Attend meetings within the community as a representative of the corporation promoting services and programs
07. Compile, interpret data and prepare reports reflecting program goals and outcome for PIC and the WIB
08. Recruit participants for PIC youth programs
09. Prepare and plan for classroom instruction and curriculum
10. Maintain contact with prior students using follow-up procedures
11. Test, evaluate, and critique clients' knowledge, resumes, and classroom activity through personal counseling sessions

12. Complete forms, time cards, and other paperwork as required
13. Assist in special projects or assignments as directed
- 14.** Ensure database of youth and afterschool program information is accurately maintained
15. Assist in the development and growth of youth programs
16. Address training needs and professional growth and development of staff
17. Explore, pursue and support strategies to sustain and grow the department services
18. Oversee the maintenance of compliance for each grant and assist in grant preparation
19. Demonstrate fiscal responsibility with budgets
20. Participate in marketing of the programs

**CORPORATE EXPECTATIONS:**

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

**PAY GRADE: F**