

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

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**POSITION:**    **YOUTH SPECIALIST**

**PURPOSE:**    Educate, train, support, and guide clients in math, reading, communications, job readiness, GED preparation, life skills, vocational training, and goal setting. Actively participate, recruit, and maintain files for all youth programs. Meet reporting requirements.

**QUALIFICATIONS:**

Education: B.S. in Education, Social Work or related field with a commitment to obtain a Global Career Development Facilitator Certificate within 12 months of hire. Prior experience with workforce development and/or youth participant recruitment is a plus.

Experience: Counseling or advocacy experience

**Skills, Abilities, and Knowledge:**

- a. Ability to apply problem solving techniques
- b. Ability to perform accurately with little supervision
- c. Ability to maintain confidentiality
- d. Excellent interpersonal skills, diplomacy, and resourcefulness
- e. Basic computer knowledge and skills
- f. Effective verbal and written communication skills
- g. Machine operation including calculator, photocopier, typewriter, computer, etc.

**REPORTS TO:** Youth Programs Supervisor

**SUPERVISES:** None

**JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:**

Alternative hours; alternative locations

Mental Concentration: Considerable concentration consistently

Interruptions: Occur constantly

Physical Efforts: Light physical effort in a predominately sitting position

Special Demands: Driving, traveling, and potential eyestrain. Current Act 33, 34 and FBI/DPW fingerprint clearance documentation at hire. Valid driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum).

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

01. Recruit participants for PIC youth programs
02. Recruit worksites and monitor for compliance
03. Prepare and plan for classroom instruction
04. Interpret assessment results including skill-based and aptitude assessments
05. Test, evaluate, and critique clients' knowledge, resumes, and classroom activity through personal counseling sessions
06. Maintain contact with prior students using follow up procedures
07. Maintain student files and prepare progress reports
08. Attend seminars, meetings, and counseling sessions as required
09. Monitor and participate as needed in youth programs
10. Complete forms, time cards, and other paperwork as required
11. Provide program delivery and instruction

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12. Coordinate job openings with qualified clients and/or staff
13. Develop and maintain cooperative relationships with other educational and human service agencies
14. Assist in special projects or assignments as directed

**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:** E

**HOURS PER WEEK:** 37.5  
Possible Non-Traditional Hours