

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

**JOB DESCRIPTION**

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**POSITION: YOUTH SPECIALIST**

**SUMMARY:** The Private Industry Council of Westmoreland/Fayette, Inc., has provided workforce, education and early childhood educational services to the communities we have served for over 40 years. The Youth Specialist will recruit individual participants, expand awareness of youth programming and provide case management services to existing enrollees. The ideal candidate for Youth Specialist will have the ability to communicate effectively with youth of various ages and backgrounds, recruit youth participants in various programs, assist them in meeting academic goals, develop/expand community referral relationships and work independently with flexibility.

**PURPOSE:** Recruit and provide intensive case management services to youth program participants by providing support, academic enrichment opportunities, job readiness and life skills, vocational training, and goal setting and obtainment.

**QUALIFICATIONS:**

Education: Associate's or bachelor's degree in Education, Social Work or related field with a commitment to obtain the National Family Development Credential within 18 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 establish rapport with participants
- b. Understanding and interpreting program requirement
- c. Barrier Removal Assistance
- d. Ability to apply problem solving techniques
- e. Ability to perform accurately with little supervision
- f. Ability to maintain confidentiality
- g. Excellent interpersonal skills, diplomacy, and resourcefulness
- h. Basic computer knowledge and skills
- i. Effective verbal and written communication skills
- j. Machine operation including calculator, photocopier, typewriter, computer, etc.

**REPORTS TO:** Director of Workforce & Economic Development, Program Manager, 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.

Special Requirements: Current Act 33, Act 34, FBI/DPW and NSOR 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

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- 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

**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:**

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**HOURLY WAGE:**

\$18.46 – Associate's  
\$20.76 – Bachelor's

**HOURS PER WEEK: 37½**

Possible Non-Traditional Hours

**EMPLOYMENT CLASSIFICATION: Non-exempt**