JOB DESCRIPTION

Position: Youth Specialist

Employment Classification: Non-Exempt

Reports To: Program Manager, Programs Supervisor

Supervises: None

Summary/Purpose: 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, assisting them to meet established goals through support, academic enrichment, life skills and vocational training. This role requires computer literacy, excellent oral and written communication skills, and the ability to establish rapport while problem solving independently. The ideal candidate will be a diplomatic self-starter, possessing the ability to work well with youth of varied populations.

Qualifications & Requirements:

Education: Minimum of an associate's degree in Education, Social Work or related field with a commitment to obtain a National Family Development credential within 18 months of hire.

Experience: Prior experience with counseling, advocacy, workforce development and/or youth recruitment preferred.

Mental Concentration: Considerable concentration consistently

Interruptions: Occur constantly

Physical Demands: Light physical effort in predominantly sitting position. Potential eye strain.

Special Demands/Requirements: Occasional travel and overtime hours required. Valid driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum). Current Act 33, Act 34, FBI/DPW, and NSOR clearance documentation at hire.

Confidential Information Used: Various forms of personally identifiable information (PII), including but not limited to, participant geographical and identification data, health/mental health, and developmental status, individual or family economic detail, environmental information, and personnel data.

Essential Job Duties: to be performed with or without reasonable accommodation

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

01. Recruit participants and collect eligibility information for enrollment in PIC youth programs.
02. Recruit new worksite opportunities and monitor existing worksites for compliance.
03. Prepare for, plan and provide classroom instruction as necessary.
04. Interpret assessment results including skill-based ad aptitude assessments.
05. Test, evaluate and critique participant knowledge, resumes and classroom activity through personal counseling sessions.
06. Maintain contact wit prior students using follow up procedures.
07. Maintain student files and prepare progress reports.
08. Attend all professional development trainings, meetings, and events as necessary.
09. Perform other duties and assist with special projects as assigned.

Corporate Expectations:
Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador who 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:	HOURLY WAGE:	HOURS PER WEEK:
D-1	$18.83 – Associate's	37.5
E	$21.18 – Bachelor's	Possible non-traditional