

**JOB DESCRIPTION**

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| **Position Title:** Youth Program Coordinator | **Classification:**Exempt/Full-Time |
| **Program:**WDB/CL Program Development | **Location:** Lancaster, PA |
| **Reports to:** Assistant Director | **Number of People Supervised:** 0 |

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| **POSITION PURPOSE** |
| The Lancaster County Workforce Development Board (LCWDB) is seeking a high-functioning, self-motivated, detailed-oriented and innovative individual to serve as the Youth Program Coordinator. This full-time position requires someone who enjoys working in a fast-paced organization, works well independently, and is confident in their decisions. The Youth Coordinator directly reports to the Assistant Director. The person in this role will provide oversight to the Workforce Innovation and Opportunity Act (WIOA) Youth Program vendor and lead the activities of the Youth Committee of Lancaster County. As a member of the LCWDB team, the Youth Program Coordinator will encompass and carry out the mission/vision of the Lancaster County Workforce Development Board and perform responsibilities in alignment with organization core values:**Mission*** The Lancaster County Workforce Development Board seeks to align fiscal resources and provide strategic direction for Lancaster County jobseekers and employers.

**Vision*** The Lancaster County workforce development environment is characterized by innovative opportunities for job seekers, employers, and community partners to achieve their maximum potential.

**Core Values*** Accessible, inclusive path to training, development, and opportunity for workforce advancement.
* Intentional community partnerships.
* Connective resources to support collaboration and innovation.
* Systematic equity and integrity of service delivery.
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| **ESSENTIAL DUTIES AND RESPONSIBILITIES**  |
| * Plan and carry out major functions and activities identified by the Youth Committee such as career fairs, counselor tours, and career camps.
* Provide quarterly reports to the Board, Executive Committee and Youth Committee on matters related to best practices, provider performance, youth outcomes, local area youth performance measures, and funding updates.
* Manage budgets and expenditure of grants related to youth activities.
* Review and approve monthly invoices and verify all documentation is included.
* Provide staff support to the Youth Committee including agenda development and distribution, meeting logistics, and minutes development and distribution.
* Serve as liaison to Career Ready Lancaster! and ensure active presence representing LCWDB.
* Arrange public appearances, presentations (such as to the school Superintendents), exhibits (such as Career Fairs), and information fairs to increase awareness of the WDB and its youth priorities.
* Coordinate and provide technical assistance to providers of youth activities related to contracts issued by the Youth Committee.
* Develop working relationships with area schools (K - 12), providing career and industry cluster information.
* Develop working relationships with area employers, providing a bridge between education and employment opportunities.
* Develop working relationships with post-secondary schools, providing bridge between the K - 12 system, employer’s needs, and higher education.
* Participate in Youth Technical Workgroup Committee.
* Maintain the youth section of the WIB website.
* Prepare reports, memos, letters, and other documents, using word processing, spreadsheet, database, and/or presentation software.
* Other duties as assigned.
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| **EDUCATION/CERTIFICATION & RELATED WORK EXPERIENCE** |
| * Four-year college degree in human services, education, youth or related field with experience in similar field, or
* Four years of progressive, comparable experience in human service, education, youth field or related field, or
* Four-year combination of college education and progressive, comparable experience in human service, education, youth or related field.
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| **SKILLS & KNOWLEDGE** |
| * Personal qualities of integrity, credibility, and commitment to LCWDB’s mission.
* Knowledge of Workforce Innovation and Opportunity Act (WIOA) regulations/guidelines is a plus.
* Solid experience coordinating and facilitating meetings.
* Strong verbal and written communication skills.
* Knowledge of the LCWDB strategic plan and its priorities.
* Ability to work independently and efficiently, manage one’s time appropriately.
* Performing day-to-day administrative tasks such as maintaining information files and processing paperwork. Strong Microsoft Office Suite knowledge.
* Strong interpersonal and communication skills; experience in effectively communicating key data including presentations to senior management, board or other outside partners.
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| **Benefits Overview**  |
| * 401 (k)
* Health, dental, vision insurances
* Paid Time Off
* Ability to (as appropriate) work remotely
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***Statement of Commitment to Culture***

Lancaster County Workforce Development Board is committed to provide and maintain a culture of accountability in all areas of work performed by each employee.

***Definition of Accountability***

Accountability is the expectation to carry forward a responsibility to a successful conclusion. With accountability comes the authority to decide, direct and take necessary action to ensure success, and the obligation to report, explain and be answerable for the results and/or consequences.

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Employee Name (please print) Date

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Employee Signature

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Supervisor Signature Date

***Equal Employment Opportunity***

LCWDB provides equal employment opportunities to all qualified individuals without regard to race, gender, disability, ethnicity, religion, sexual orientation, national origin, age, citizenship, veteran status or genetic information.

***Americans with Disabilities Act***

Applicants as well as employees who are or become disabled must be able to perform the essential duties and responsibilities either unaided or with reasonable accommodation. The agency shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.