

## **EMPLOYMENT OPENING**

### **Youth Exploration Program Coordinator- Part-time .8FTE**

The Coordinator is the face of our Youth Exploration Program (YEP) in the communities we serve.

#### **Scope of Work**

The Coordinator is responsible for identifying and involving a broad range of youth aged 12 to 20 in our apprenticeships, career exploration activities and community service experiences, and in cultivating and supporting the adult mentors, business people and community members who participate in our continuum of services.

The Coordinator must have an aptitude for finding creative ways to design and deliver YEP recruitment and service delivery in virtual formats to accommodate COVID safety precautions while keeping our youth fully engaged in YEP.

#### **Reporting Relationship**

The Coordinator reports to the Director of YEP programs.

#### **Responsibilities Include**

- Recruiting and engaging youth in YEP programs who are diverse in terms of race, socio-economic or cultural background, educational status, sexual orientation, and religion, talents, and interests.
- Arranging career exploration, community awareness and community service activities, and job shadowing experiences.
- Placing and monitoring youth in community volunteer apprenticeships.
- Designing and implementing stipended apprenticeships for economically disadvantaged youth and youth facing barriers to a successful transition from high school.
- Recruit participants, plan, and implement community service experiences with middle school age youth.
- Provide on-going staff support to adult mentors who represent a diverse cross-section of the community.
- Act as a liaison for The Learning Web with school staff and other community and youth serving agencies as directed.
- Compile and accurately report youth services statistics and maintain program records as directed.
- Participate in supervision and staff meetings and assist The Learning Web in reaching broader organizational goals such as fundraising and program development.
- Maintain strict adherence to all confidentiality, legal and agency guidelines in all areas of service provision.
- Other duties or projects as assigned.

## **Qualifications**

- Bachelor's degree and Human Services experience working in a community setting. An Associate degree will be considered if the candidate possesses additional related work experience.
- Ability to engage and energize youth and community volunteers in Learning Web activities.
- Experience working both in one-to-one and group situations with youth and adults who are diverse in terms of race, socio-economic or cultural background, educational status, sexual orientation, and religion.
- Ability to build collaborative relationships with schools, social agencies, businesspeople, and other community members in the Ithaca/Tompkins community.
- Planning and facilitating individual and group educational activities. Aptitude and interest in adapting in-person services to virtual activities.
- Excellent written and oral communication skills. Professional and personable phone skills.
- High-level of organization including the abilities to manage multiple projects simultaneously, to prioritize work, be detail oriented, and to know when to seek assistance.
- Ability to be self-directed while also interacting well with team members and taking direction.
- Ability to understand confidentiality and handle information of a confidential nature.
- Computer expertise using Microsoft Office Suite and relevant Social Media Platforms.
- Reliable transportation, clean driving record required.

## **Salary & Benefits**

32 hrs./week: Salary will be \$25,600-\$27,200 for based on experience. The salary is based on a full-time equivalent of \$32-34,000. Employer subsidized health insurance, generous vacation and holiday leave.

## **Hours**

This is a 32 hour a week position equating to a .8FTE.

## **To apply**

**Send a cover letter and resume to:** To Sally Schwartzbach, Interim Executive Director at [Sally@learning-web.org](mailto:Sally@learning-web.org)

Final candidate must complete a Learning Web Job Application, a criminal background check and a State Child Abuse Registry check, and a Driver's license check.

**For information about our agency and programs, please visit us online at [www.learning-web.org](http://www.learning-web.org)**

*The Learning Web is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sexual orientation, gender, gender identity or expression, or disability. Individuals who bring a diverse perspective and are supportive of diversity are strongly encouraged to apply.*