



**Americorps Member Job Announcement and Description**

**Job Title: Youth Services Coordinator**

**Job Location: There will be six positions-Locations will be Chehalis, Shelton, Aberdeen, Tumwater, Pacific County, and Snoqualmie**

**Program Description:**

The positions will be located at the WorkSource offices in Lewis, Mason, Pacific, Thurston and Grays Harbor Counties. It will align both capacity building and direct service activities together in order to provide the community with an effective, measureable and widely reaching impact for disadvantaged youth around workforce development services. PacMtn’s mission is to lead a dynamic regional workforce development system that enhances economic success and self-sufficiency for our youth.

**AmeriCorps Project Description:**

This project weaves together a series of activities in partnership with our WIOA Youth Services Programs and our MyJOB Youth Services Program. All programs providing dynamic workforce development activities for disadvantaged youth and youth within juvenile rehabilitation facilities. PacMtn acts as the central hub for these activities and approaches to providing workforce development services throughout our region. Through this project the members will experience all aspects of developing and implementing effective youth programming and participate in providing direct services that change lives of area youth. This project supports that approach as it builds upon past successes, fosters creative new activities and responds to urgent demands throughout our region. The members will serve as an instructor, mentor and leader in a variety of topic areas related to career preparation. Members will also develop innovative programming to help students enter the world of work. They will gain knowledge of pre-existing community programs to assist youth as they overcome barriers to work and school and develop curriculum that addresses the gaps in current youth services.

**Member Key Essential Functions of the Position:**

*The Americorps member will*:

AmeriCorps members will have the opportunity to facilitate workplace readiness training and financial literacy training through engaging and interactive curriculum centered around job preparedness utilizing our Uplift Workplace Excellence Program. They will support the design and implementation of new content, centered around job preparedness and workforce training. They will be supporting youth in increasing their educational functional levels and assisting them in achieving measurable skill gains. They will support our PacMtn Youth Services Program specialists and MyJOB Team in developing work based learning opportunities for youth and designing and implementing the cohorts to support these work based learning activities. They will support the youth in their attainment of certificates, credentials, GED and High School diplomas as well as support the PacMtn Youth Programs in helping youth with Job Placement and Post-Secondary School placement. They will assist in providing program orientations and work on outreach and recruitment efforts for PacMtn Youth Programs. They will support youth in their academic and career planning and will assist with referring and connecting youth to community based services based on their individual needs.

**Qualifications required for this position:**

This position encourages some college level coursework, preferably in education, social services, business, youth studies or a related field or equivalent related experience. Must have basic knowledge in Microsoft systems, computer research, email usage, general office machinery and good communication skills. We are looking for someone with leadership qualities and comfortable and skilled at providing group presentations. Must be able to work both independently and in a team environment. Must have a passion to serve and work with youth. Must have a valid driver’s license.

**Member Additional Duties and Responsibilities:**

* *WSC members may be deployed to help support disaster response and/or recovery efforts. Sponsor organizations must agree to release Members for short term duration to assist with these efforts. Deployment may be waived if it presents undue hardship for an individual member. All deployments would be requested by the WSC unless your host organization is a disaster response organization where any requests for deployment would require initial approval by the WSC.*

The member will support additional youth-inclusive activities as determined by the Program Manager for Youth and Specialized Populations at Pacific Mountain WDC. These activities may include, presentation to committees, attendance at relevant committee meetings, creating resources to support program activities, researching community partners and resources that enhance service delivery, leverage resources and support program sustainability.

**Service Conditions:**

The Members will serve primarily in an office environment and classroom environment. Minimal bending, minimal lifting, stooping or kneeling may be required.

**Work Schedule:**

These positions will work mainly Monday through Friday 8:00 a.m. to 5:00 p.m.

**How to Apply:**

Submit a resume or email questions to: [Stacey@pacmtn.org](mailto:Stacey@pacmtn.org)

or call Stacey Anderson with any questions: 360-570-4260

***Note: This Position is contingent on funding.***

*PacMtn is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to persons with disabilities. WA Relay 711*