

**SOUTHEAST ARKANSAS ECONOMIC DEVELOPMENT DISTRICT, INC.  
JOB DESCRIPTION**

**JOB TITLE: Youth Services Coordinator**

**LOCATION: Arkansas Workforce Center  
Out stationed Office- (see hire letter for specific location)**

**SUPERVISOR: WIOA Regional Manager**

**CLASSIFICATION: Full Time, Non-Exempt**

**DESCRIPTION:**

The Youth Services Coordinator shall be responsible for playing a large role in the implementation and preservation of the Workforce Innovation and Opportunity (WIOA) Act within the Southeast Arkansas Region. The person filling the position must work with minimum supervision and work with the WIOA Regional Manager to assure that all components of the youth program meet the requirements as established in the WIOA Law and regulations and as set forth by the SEAWDB.

**RESPONSIBILITIES/DUTIES:**

- Coordinate youth activities to assure that the goals and objectives established within the overall aims of the Workforce Innovation and Opportunity Act, State and Local Plan for WIOA, and the mission of SEAEDD and SEAWDB are met.
- Coordinate activities required to provide youth services (14 youth program elements) via the Workforce Centers for the LWDA, including but not limited to SYEOP, LPWE, and various trainings with WIOA Youth.
- Assist in the development of Youth Services curriculum. Develop monthly lesson plans, material and training tools to disperse to the WFC team.
- Identify and recruit participants from targeted populations for the Youth Program. This position is responsible for promoting, marketing, and representing the organization at fairs and events in the community as an advocate for WIOA and SEAEDD.
- Reviewing and assisting in approving and maintaining all youth files in preparation for the enrollment, individual service strategy and case closure processes. Extensive and continual knowledge of WIOA eligibility and program requirements will be necessary to perform this function. Participation in various trainings, webinars, and meetings will be essential.
- Research and interpret reports, policies, procedures, rules, regulations, directives, and laws and provide input to develop policies, procedures and directives for implementation of all required services for youth throughout the area.
- Work cooperatively with the Workforce Center Staff to identify, develop, and implement service strategies aligned with the 14 youth program elements for the youth in the local area.
- Collaborate with the WIOA Regional Manager to plan and conduct trainings, meetings and activities with Workforce Center staff as needed.

- Collaborate with WIOA partners to ensure proper coordination of services for the Youth program.
- Assist the WIOA Regional Manager with the development of responses to all inquiries and/or requests for information and/or documentation from WIOA funding agencies and/or monitoring reports concerning youth activities.
- Develop reports and publications to be presented to local boards, the media, and other WIOA stakeholders.
- Work with local employers on developing job/training sites and career opportunities for all WIOA customers.
- Work in flexible roles, as needed including providing customer service and career/job search services to all participants.
- Oversee youth work experiences throughout the year; including but not limited to planning, working with fiscal staff to process payroll documents, coordinating processes and systems with internal staff to ensure a smooth work experience operation.
- Perform other work-related duties as assigned; including but not limited to case management responsibilities and more. Flexible work hours periodically.
- All other duties as assigned.

#### **SKILLS/QUALIFICATIONS:**

- Formal Equivalent of a Bachelor's Degree in Education, Business, Public Administration, Marketing, Communications, Social Work, or related field from an accredited College or University. Relevant and related work experience may be substituted.
- Five years of experience in a supervisory and leadership capacity.
- Self-Ability to manage one's time efficiently to meet deadlines, problem-solve and be self-sufficient while working with little supervision, but with high ethical standards.
- Regular, reliable, and non-disruptive attendance is an essential job duty, as is the ability to create and maintain collegial, harmonious working relationships with others.
- An advanced skill set in word processing, communications, preparation of reports, data entry and other administrative skills.
- Excellent communication skills – written and verbal.
- Extremely organized and detail oriented, ability to prioritize projects, multi-task, strong problem-solving skills and good research skills.
- Proficiency in understanding protocol while communicating with colleagues, partners and leaders in the community.
- Knowledge of general business operations.
- Skilled and proficient in spelling, word processing, filing, punctuation and basic bookkeeping practices.
- Use of proper grammar and telephone etiquette.
- A dynamic, positive self-starter who is able to work autonomously.
- Ability to critically think and take initiative.
- Ability to handle multiple projects with the understanding of urgency in meeting impending deadlines.
- Ability to operate office machines and equipment.
- Knowledge of computer programs Microsoft Word, Outlook, Excel & PowerPoint, etc.
- Must possess a valid Arkansas driver's license and automobile insurance.

**SPECIAL NOTE:**

The Youth Services Coordinator shall operate in a dual role within the workforce center system. The person filling this position will also serve as a Career Advisor at a Southeast Arkansas Workforce Center. By accepting this position, the employee agrees to the terms described above.

**SPECIAL WORK CONDITIONS:**

Ability to operate a motor vehicle and travel in state.