

**Phoenixville Youth Initiative**  
*Assistant Program Coordinator*  
*Job Description*



**Objective:** To assist in recruiting, mentoring and supervising youth aged 14-19 in a Workforce Development Program. Assist the Program Coordinator in helping youth to gain Employment, Leadership Development, Career Exploration, and Community Service Activities for approximately 15 weeks beginning February 2017.

**Hours:** Part time, Temporary, Flexible/ TBD

**Qualifications:**

- Minimum High School Diploma/GED with 1 year experience in a youth program.
- Bachelor's degree in Social Work or related field or in active pursuit of a Bachelor's degree from an accredited US College or University or
- Commensurate experience in adult vocational training;
- Bilingual ability is a plus.
- Must have current FBI and PA Criminal History Record Investigation and ACT 14 Clearance or be able to obtain.

**Responsibilities:**

- Assist Coordinator in conducting orientations to recruit eligible participants and application process assist
- Acquaint parents/guardians with child labor laws i.e. working papers; community service obligations, transportation
- Host orientations for employers to acquaint them with laws regarding child labor laws and the PYI Summer Youth Employment Program. Ensure all necessary paperwork and clearances for employers and participants have been obtained prior to youth beginning employment.
- Facilitate youth in finding summer employment, make follow-up with students and employers
- Assist in weekly resource days for participants which may include arranging dinners, speakers, events, etc. Arrange field trips and community service event including transportation and meals.

- Demonstrate excellent written and verbal communication skills, ability to establish rapport with co-workers, partner agencies, stakeholders and participants volunteers and mentors.
- Motivate youth participants to persist in program, achieving goals and complete program
- Maintain a strong sense of and respect for confidentiality involving participants, staff and agency business. Adhere to agency policies, procedures and professional code of ethics
- Work independently with strong sense of focus, task-oriented, non-judgmental, welcoming and friendly with a clear set of boundaries
- Work harmoniously with youth and diverse populations
- Complete additional duties related to position as assigned.

*Please submit resume to Javonna Wylie at [jwylie@cc-oic.org](mailto:jwylie@cc-oic.org)*

**Deadline for resume submission: January 27, 2017 at 2PM**