

OF POPLAR BLUFF

**ATTACHMENT SEVEN-A (cont.)**

**TITLE:** Workforce Development Coordinator

**DEPARTMENT:** Administration

**REPORTS TO:** Unit Director, Executive Director

**FSLA STATUS:** X Exempt Non-Exempt

**PRIMARY FUNCTION:**

Responsible for coordinating the Jr. Staff program, Money Matters, and other programs that will help to develop “soft skills” that will prepare and give an advantage to club members entering the workforce. Also responsible for Mentoring Program and coordinating volunteer mentors. This position will cultivate relationships with human resource management from across the area to include job specific training, shadowing opportunities, tours of various work sites, coordinating and possible development of secondary education/training classes.

**KEY ROLES (Essential Job Responsibilities):**

* Provides assistance and direction to the Executive Director. Develops partnerships with Club staff, members, parents, supporters, other Clubs, media, vendors, and other non-profit groups to establish links to community.
* Provides assistance in development implementation and monitoring of annual budget, controlling expenditures with in the budget and maintaining financial income records in accordance with standards.
* Aids in identification of prospects for new development/training opportunities. Additionally, develops and maintains quality relationships with local businesses, employers, and the Chamber of Commerce.
* Manages multiple projects, coordinates detailed information systems and develops logical, accurate and persuasive written documents. Plan, develop, implement and evaluate program data in order to visualize specific needs of both club members and their parents. Compile regular reports reflecting all outcomes through data collected.
* Serves as a resource to all necessary program staff to ensure quality implementation and coordination of grant funded programs including but not limited to program goal setting.
* Other duties as assigned.

**ADDITIONAL RESPONSIBILITIES:**

1. Recommend purchase of supplies and equipment.
2. Work with staff on assigned special events.
3. Exercise authority in problems relating to members and parents when needed.

**SKILLS/KNOWLEDGE REQUIRED:**

* Bachelor’s degree in Human Service, business, or child care related field.
* Two years work experience in Boys & Girls Club or similar organization planning and supervising activities based on the developmental need of young people.
* Excellent written and verbal communication skills.
* Working knowledge and skills in use of technology/computers.
* Demonstrated ability in working with young people, parents and community leaders.

**Employee Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Executive Director Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date**\_\_\_\_\_\_\_\_\_\_\_\_\_