

JOB OPENING

Job Title: YOUTH TRAINING AND EDUCATION SPECIALIST
Department: Operations
Reports To: VP of Strategic Planning and Compliance
Classification: Non-Exempt
Location: Roanoke, VA

SUMMARY

The Youth Training and Education Specialist will work directly with Youth at the Virginia Career Works - Blue Ridge Region Centers to provide educational instruction and tutoring as well as additional services required to address Youth's barriers to educational advancement and employment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Adapt teaching methods and instructional materials to meet students' varying needs, abilities, and interests.
2. Observe and evaluate students' needs and progress, feedback and make suggestions for improvement.
3. Provide individualized instruction and tutorial or remedial education.
4. Administer oral, written or performance tests and issue grades in accordance with performance.
5. Develop curricula and plan course content.
6. Conduct classes, workshops, and demonstrations to teach principles, techniques in subjects, such as Basic English language skills, life skills and workforce entry skills.
7. Prepare students to enroll in occupational skills training programs to obtain industry recognized licenses and credentials.
8. Refer students to appropriate services necessary for advancement to postsecondary education.
9. Coordinate opportunities that encourage participation in activities related to leadership, decision-making, citizenship, and community service.
10. Prepare outlines of instructional programs and training schedules and establish course goals

11. Maintain accurate and complete student records as required by law and/or administrative policies.
12. Prepare reports and maintain records, such as student grades, attendance rolls, and training activity details.

SUPERVISORY RESPONSIBILITIES

Responsible for own work and not required to direct or supervise other personnel but may occasionally instruct or show another employee how to perform the work.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of principles and methods for curriculum and training design, teaching and instruction of individuals and groups, and the measurement of training methods.
- Excellent verbal, presentation and written communication skills.

EDUCATION and/or EXPERIENCE

Four-year degree and at least 3 years of experience; or equivalent combination of education and experience.

COMPUTER SKILLS

The ability to understand more advanced computer skills and be proficient in the advanced knowledge of software such as Microsoft Word, Excel, PowerPoint, Access as well as data management systems. The ability to define and solve technical problems.

OTHER SKILLS AND ABILITIES

Multilingual a plus

SALARY

Commensurate with experience.

To apply, submit cover letter and resume to:

Lauren Kelman, HR Specialist
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