

POSITION DESCRIPTION

Job Title: Great Futures Coordinator
Department: Program
Reports to: Unit Director
FLSA Status: Full Time Non-Exempt

JOB DESCRIPTION SUMMARY:

Assists in the planning and execution of Career START and other healthy lifestyles programming, which prepares each youth for their GREAT FUTURE.

Essential Duties and Responsibilities:

- Build and maintain positive relationships with all Club members
- Assist with member recruitment initiatives to increase participation in the Club's CareerSTART and healthy lifestyles programs
- Facilitate small-group programs/activities
- Provide individual guidance to members about education and career pathways, resume/cover letter writing, mock interviews, personal branding, etc.
- Plan and coordinate opportunities for a variety of guest speakers in the areas of CareerSTART and healthy lifestyles
- Plan and coordinate off-site workforce development experiences for participants at a variety of workplaces
- Assist in the planning and coordination of workforce development and healthy lifestyle community events

Serve as a Full-Time Club Staff and Youth Mentor

Participate in all required and recommended Club trainings and staff meetings.

- Serve as an adult mentor to all Club youth.
- Serve as a "career mentor" to Club youth, providing individual and small group support to prepare them for employment and career development opportunities.
- Work closely with Club and organization leadership to ensure success of the Club's CareerSTART and healthy lifestyles programs.
- Actively collaborate, provide support and resources to Club team.
- Coordinate Career Exploration Club Activities, Career Development Club Activities and Career Apprentice Club Activities at Club.

ADDITIONAL RESPONSIBILITIES:

1. May participate in special programs and/or events.
2. Must have an acceptable driving record and be authorized to drive Club van.

EDUCATION and WORK EXPERIENCE

Education	Bachelor's degree or equivalent experience
Experience	Knowledge of healthy lifestyles programs

FUNDAMENTAL RELATIONSHIPS

Maintains close daily contact with Club staff, Club members, and supervisor to receive/provide information. Maintains contact with external community groups, schools, member's parents, and other to assist in resolving problems/issues.

PHYSICAL REQUIREMENTS

- Visual:** Normal acuity required daily for making color distinction, depth of sight,preparing/analyzing figures, computer use, and written records 8+ hours
- Communication:** Able to express thoughts and ideas in an accurate and understandable manner through verbal and written format with internal and external contacts 8 hours per day
- Movement:** Ability to maneuver within work site 6-8 hours per day
- Lifting/Pulling/Pushing/Carrying:** Able to comfortably move and manipulate up to 20 lbs of weight up to 4-6 hours per day

ACKNOWLEDGEMENT AND SIGNATURE

I acknowledge that I have read the above job description and understand the requirements of the job. I understand this job description provides a general outline of job responsibilities and requirements and is not intended to be all-inclusive. I also understand that job responsibilities and requirements may change at any given time based on organizational and departmental needs. I acknowledge and agree this job description does not establish any employment contract between the Boys & Girls Clubs of Central Minnesota and me.

Employee Name

Date

Workforce Development Training Opportunities for Club Professionals

The following resources will benefit Club professionals seeking opportunities to increase their knowledge of the workforce development space. The information below is separated into Movement-focused (BGCA designed) trainings and resources and trainings provided through other professional organizations. Movement-focused Trainings and Support Spillett Leadership University is dedicated to training Boys & Girls Club professionals to make the greatest difference possible in the lives of young people. To access the Spillett Leadership University Catalog of Training Opportunities and to see the calendar of upcoming training events, please visit www.bgca.net/Training.

The following learning opportunities are the most relevant for your Club's workforce development program:

- Career Launch Session
- Introduction to Money Matters: Make It Count
- Money Matters Session
- Mentoring at Boys & Girls Clubs Session
- Recruiting and Selecting Staff and Volunteers
- Recruiting and Retaining Teens
- Kid Space Additionally, PTYDS staff are available to support Club professionals through web-based and in-person trainings and consultations.

Please contact the BGCA Workforce Development team at workforce@bgca.org to learn more about the opportunities listed below:

- PTYDS Postsecondary and Workforce Development Program Accelerators
- PTYDS Workforce Development Consultation
- PTYDS Workforce Development Webinars External Professional Organizations and Resources

While BGCA offers trainings to support your workforce development program, we also recognize that there are other associations and networks in the workforce development space that offer valuable training opportunities designed to specifically help workforce professionals increase their competencies. Workforce GPS www.workforcegps.org/events, sponsored by the U.S. Department of Labor's Employment and Training Administration (ETA), Workforce GPS is an interactive online communication and learning technical assistance (TA) 54platform. Designed to build the capacity of the public workforce investment system to develop innovative approaches to workforce development, the website offers resources and peer-to-peer connection to help the public workforce system, education professionals and businesses. Users can access archived recordings, transcripts and presentations of ETA webinars and other events. Workforce GPS also provides:

- A committed community of public workforce system stakeholders
- TA resources, online learning opportunities and space to connect and collaborate with peers on topics that interest you
- A resource library housing templates, webinars, best practices, etc., from workforce programs across the country (www.workforcegps.org/resources)