

# POSITION DESCRIPTION

**JOB TITLE:** Youth Outreach Coordinator

## ESSENTIAL FUNCTIONS

A bachelor's degree in business, social work, or a related field is preferred. In lieu of a degree, a minimum of five year's work experience is required. Bilingual (English/Spanish) is preferred. Excellent communication skills coupled with strong interpersonal skills are required. Experience working with high school aged students is preferred. Position requires the use of computers and telephones. The physical requirements of the position include limited walking/standing and occasionally lifting up to 25 pounds. A valid PA driver's license and insurance are required. Must pass all school district clearances. NOTE: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

## PURPOSE

This position provides ongoing outreach at **Freedom High School** in the Bethlehem Area School District (BASD) to identify and support students who have an undecided career pathway. The Youth Outreach Coordinator will facilitate career guidance for 11th and 12th grade students who have barriers to employment, including but not limited to: English Language Learners, pregnant or parenting youth, youth with a disability, justice-involved youth, youth who are low-income, and youth who are basic skills deficient.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinate with BASD guidance counselors, teachers, and administrators to build a pipeline of 11th and 12th grade students who are in need of career services
2. Provide outreach to BASD parents and guardians to recruit and attract potential students interested in career pathways and services
3. Meet one-on-one with 11th and 12th grade BASD students to conduct interest and skills assessments, evaluate family and personal development needs, and discuss education and career goals. Will refer students to appropriate community resources as needed.
4. Connect BASD students with job shadowing, internships, apprenticeships, employment, and work experience opportunities in the Lehigh Valley related to their career interests
5. Hold introductory orientations and workshops at **Freedom High School** regarding Workforce Board Lehigh Valley youth programs and conduct eligibility screenings
6. Organize and facilitate career presentations in Freedom High School classrooms for students and teachers
7. Provide demonstrations of the Career Kiosk located in BASD high schools for students and staff
8. Engage BASD teachers, guidance counselors, parents, and guardians to better understand services offered through Lehigh Valley's workforce system, called PA CareerLink® Lehigh Valley
9. Provide information to BASD teachers, guidance counselors, parents, and guardians on career pathways, high priority occupations, targeted industry sectors, and industry-required knowledge, skills and abilities
10. Maintain organized tracking of student interactions by documenting all contacts, activities, program referrals, and any other documentation needs as outlined by the Director of Youth Initiatives for the Workforce Board Lehigh Valley
11. Conduct outreach to Lehigh Valley employers to promote work-based learning experiences for youth
12. Support Workforce Board Lehigh Valley youth-related grants, programs, and initiatives during the summer
13. Meet with local employers to update and create career pathways during summer hours
14. Consistent communication with the Director of Youth Initiatives of the Workforce Board Lehigh Valley
15. Work with the Director of Youth Initiatives to develop a thorough knowledge of the Workforce Innovation and Opportunity Act (WIOA) Law and eligibility criteria for WIOA-funded programs
16. Attend occasional evening events in the community such as Open House as requested by BASD and/or Workforce Board Lehigh Valley
17. Other duties as assigned

# POSITION DESCRIPTION CONTINUED

## COMPETENCIES

- *Communication skills:* Must be able to speak and write clearly so others understand them. Public speaking experience is helpful.
- *Interpersonal skills:* Must be tactful when speaking with others and provide excellent customer service.
- *Time-management skills:* Must prioritize and handle numerous tasks for multiple customers.
- *Technology skills:* Proficient in Microsoft Office and Google products

Auxiliary Aids and Services are available upon request to individuals with disabilities/EEO Program.  
Equal Opportunity Officer: [equalopportunity@careerlinklv.org](mailto:equalopportunity@careerlinklv.org) or 610-841-8332. TTY Line 610-437-0741.