

**MASSHIRE MERRIMACK VALLEY WORKFORCE BOARD  
POSITION VACANCY NOTICE  
(OPEN TO IN AND OUT OF HOUSE CANDIDATES)**

**POSITION TITLE:**            Youth Counselor - Connecting Activities/YouthWorks

**REPORTS TO:**                **MassHire MVWB Youth Workforce Program Manager**

**JOB GRADE:**                 **4 (non-union)**

**HIRING RANGE:**             **Mid to High \$40,000's**

**POSITION SUMMARY:**

The Youth Counselor will take a leadership role in implementing the Connecting Activities and YouthWorks programs. Under the supervision of the MassHire MVWB Youth Workforce Program Manager, the Youth Counselor will work collaboratively with MassHire MVWB and MassHire MV Career Center staff to strengthen and improve innovative Merrimack Valley workforce development youth initiatives and to promote them to youth, employers, and partners. The Youth Counselor will build on excellent relations with partners and employers to maximize the effectiveness and value of youth programs. The Youth Counselor will improve the life prospects of enrolled youth by providing college and career guidance and job referrals. The Youth Counselor will assist the MassHire MVWB in attaining stated contractual outcomes.

**DUTIES & RESPONSIBILITIES:**

**Connecting Activities Program Responsibilities/Activities:**

Connecting Activities provides high school students with “work-based learning” experiences and other career development activities that support their preparation for college and careers.

**Interacting with and educating students**

- Outreach, recruit and enroll high school students during the year Maintain regular contact and provide school to career services and guidance to program enrollees
- Develop and maintain a Work-Based Learning Plan for each student
- Track program participants, their training, work experiences and wage earnings. Maintain and update individual record and files in the Connecting Activities database.
- Develop, schedule and facilitate college and career readiness workshops and activities that prepare enrolled students for internships, summer jobs and part-time employment

**Coordination with school and other partners**

- Meet regularly with school contacts to introduce programs and plan logistics of using school facilities and connecting with students.
- Facilitate career development education services in partnership with school staff, youth servicing organizations, and employers to enhance connections between classroom learning to careers and workforce
- Collaborate with MassHire MVWB staff to develop promotional materials that target youth and local businesses to encourage involvement in programs
- Communicate with school faculty to create a connection between grant services and classroom instruction/performance so enrollees meet their educational and career goals

**Facilitating work opportunities**

- Work with MassHire MVCC Business Service Representative (BSR) to develop job shadows, internships, paid and unpaid part-time work opportunities to assist students in preparing for the transition from school to work

### **Other**

- Participate in meetings/events initiated by the MassHire MVWB, DESE, and partners
- Submits all required reports to the MassHire MVWB Youth Workforce Program Manager in a timely manner

### **YouthWorks Program Responsibilities/Activities:**

YouthWorks is a subsidized employment program designed to provide low-income teens and young adults, 14 to 21 years of age, with their first employment experiences, work-readiness training, and the skills to find and keep an unsubsidized job.

### **Youth recruitment, enrollment, case management**

- Work as part of the team to recruit and enroll eligible youth. This will include determining eligibility and ensuring paperwork is completed accurately and in a timely manner
- Assist in the development of recruitment materials and strategies
- Maintain accurate individual youth files that include the application, eligibility documentation, work permit, employment referral, and the Work Based Learning Plan
- Data enter information into YouthWorks and Massachusetts Career Ready data bases

### **Workshop presentations and counseling**

- Conduct orientation sessions to explain and complete all necessary paperwork and facilitate Signal Success workshops on specified topics to all enrolled youth
- Provide career and employment counseling to assist youth in determining their next steps

### **Worksites and Employers**

- Collaborate closely with MassHire MVWB Fiscal in completing worksite agreement and confirm that worksite agreements are in place for all worksites
- Work with MassHire MVCC Business Service Representatives in determining appropriate worksite referrals and youth job placement on Match Day and as needed.
- Interact with youth employers as needed.
- Monitor worksites to ensure that Child Labor Laws and Grievance Procedures are posted and adhered to
- Ensure that assigned youth are performing the tasks stated in the worksite agreements and that adequate supervision is being provided

### **Program Administration**

- Complete youth payroll package and submit in a timely manner
- Review weekly timesheets to insure the hours and attendance of the youth are accurate and submit timesheets to MassHire MVWB Youth Workforce Program Manager for approval
- Act as liaison between youth and the fiscal department for all related payroll issues
- Prepare weekly program reports regarding successes and concerns.
- Assist in the completion of final program report

The Youth Counselor may also be asked to perform other duties as assigned by his/her supervisor. These other duties will include, but not limited to, working some nights and weekends during enrollment periods and other key program delivery events.

**QUALIFICATIONS:**

The preferred candidate will hold a bachelor’s degree. This may be substituted with Five (5) or more years of related, and increasingly responsible experience working with diverse youth populations in organized activities or programs. The individual should have good “people skills” and be confident in engaging and motivating youth. Previous experience with youth programming and workshop facilitation a plus. Good verbal and written communication skills, are required. Candidates should have high computer proficiency, especially with Excel and database entry and reporting. Must demonstrate strong problem-solving skills and the ability to work in a team. Must have own transportation and be willing to travel throughout the Merrimack Valley. Available to work flexible work hours is required. Bilingual English/Spanish a plus. Must pass a CORI check.

**POSTING DATE:**

December 7<sup>th</sup>, 2018

**APPLICATION DEADLINE:**

Until Closed

**PLEASE SUBMIT RESUME TO:**

Beverly Stopyra, Human Resources/Quality Assurance Manager  
MassHire Merrimack Valley Workforce Board  
255 Essex St., 4<sup>th</sup> Floor  
Lawrence, MA 01840

**PLEASE SUBMIT COVER LETTER AND RESUME TO: [jobs@masshiremvwb.org](mailto:jobs@masshiremvwb.org)**

**EQUAL EMPLOYMENT OPPORTUNITY**