



DESCRIPTION

The Rancho Cielo Program Coordinator is responsible for coordinating overall program components to ensure successful student outcomes for our new Ted Taylor Vocational Center Value Added program participants. The PC is responsible to develop and manage individualized training and employment plans for program participants, and referral of program participants to a variety of community resources that can help overcome barriers to succeed, heal, graduate, and become employable and successful in college. The ideal candidate will be a dynamic and positive individual with ability to establish constructive relationships with youth and maintain professional standards of the program.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Deputy Director.

Exercises supervision over assigned staff, program participants and volunteers.

Works as a team member with academic teaching staff (John Muir Charter School).

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Assists with the planning, organizing, coordinating and direction of the major components of the Value-Added program, ensuring successful student outcomes.
- Recruits, assesses and interviews eligible applicants to determine program eligibility.
- Maintains meticulous case files of program participants.
- Partners with community and government agencies.
- Assists program staff with the classroom training, and vocational training as needed.
- Coordinates support services for program participants, including Behavioral Health; ensures students apply for services for which they are eligible, e.g. Covered California, CalFresh, General Assistance, Voter Registration, and Selective Service.
- Meets regularly with participants to assess their college and career goals, immediate work needs, completion of vocational and career assessments and Individual Case Plan.
- Ensures daily attendance of youth to program activities.
- Identifies and resolves employment barriers with applicants.
 - Develops and coordinates post program job and educational opportunities for program participants.
 - Assists participants to prepare for interviews and assists with applications and resumes.
 - Coordinates workshops in job search techniques and appropriate career planning methods and other personal development topics.
 - Working collaboratively with Deputy Director, negotiates with employers to develop job opportunities, develops and maintain a network of potential employers for graduates.
- Coordinates/leads life skills workshops.
- Coordinates field trips, guest speakers, and resources to support training, development, and healing of youth.
- Prepares reports on caseload and program activities.
- Takes part in promotion and outreach activities to disseminate information about the program to prospective applicants and employers.
- Prepares reports and correspondence using a computer.
- As needed, directs, coordinates, and monitors the work of volunteers and program participants.
- Markets program with community groups, youth groups and with local construction industry.
- Follows up with graduates to track their progress, gathering necessary information for mandated grant reports, and assisting participants in retaining employment successfully. Track this information in spreadsheets, Access database. Keep up to date contact information.
- Create an alumni organization. Plan newsletters, meetings, workshops for alumni.

- Meet with campus-wide staff to maintain a consistent approach to motivation and to discipline, as required.
- Be able to team across programs at Rancho Cielo with the larger RC staff and partners.

QUALIFICATIONS & REQUIREMENTS

- Demonstrated ability and experience case managing at-risk youth.
- Demonstrated ability to develop strong partnerships with employers and service providers in the region.
- Demonstrated sensitivity to and understanding of the diversity, socioeconomic, cultural, disability and risk factors of at risk youth in the Monterey County area; versed in healing-informed techniques for marginalized communities.
- Spanish-English Bilingual/Biliterate highly desirable.

Knowledge of:

- Interviewing and counseling techniques.
- Recordkeeping methods, administrative excellence.
- Effective case management techniques.
- Youth Development programs and best practices.
- Marketing and public relations.
- Community resources and programs to assist program participants.
- Career, vocational and college counseling techniques.
- Networking.
- For-profit business employment needs.
- Healing-informed techniques for long term success of participants.

Ability to:

- Speak in public.
- Communicate well in writing.
- Provide services in a non-judgmental manner.
- Understand, adhere to and articulate appropriate boundaries between students and staff.
- Work collaboratively with program staff and staff in other programs on campus.
- Prepare reports, forms, plans, and agreements in an accurate and timely manner.
- Effectively utilize community and agency resources.
- Input, access and analyze data using a computer.
- Understand barriers faced by at risk youth and mentor them to overcome them.
- Use independent judgment to identify and analyze problems and recommend and implement solutions.
- Maintain high standards of expectations from youth participants and program services.
- Work with frequent interruption. Switch contexts from relational to analytical quickly.

Training and experience:

Any combination of training and experience which would provide the required knowledge and abilities:

- BA or BS in Business Administration, Social Work, Liberal Arts, Psychology, Communications, Education
- At least 2 years of increasingly responsible experience in employment counseling, job placement, and counseling of at-risk youth.
- Graduate degree or certification in Education, Counseling, Social Work, Pupil Personnel Services highly desired (not a requirement)

Possession of:

A valid California Driver's license, including a safe driving record.