

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
7 NORTH 31<sup>ST</sup> STREET  
BILLINGS, MT**

*VACANCY ANNOUNCEMENT*

**~ EXTERNAL/INTERNAL ~**

**POSITION:** Youth Program Coordinator

**PROGRAM:** Workforce Innovation and Opportunity Act, Youth Employment and Training Programs, Alternative Education, Harmony House TLP

**WHO MAY APPLY:** All Qualified Individuals

**WORKSITE:** 3116 1<sup>st</sup> Avenue North

**RATE:** \$15.43 - \$19.48 DOE

**HOURS:** 40 hours per week

**OPENING DATE:** 1/18/2018

**CLOSING DATE:** Until Filled

**WORK SCHEDULE:** 8-5 Mon-Fri

**QUALIFICATIONS:** See Job Description

**HOW TO APPLY:** Submit Completed HRDC Application Form located at [www.hrdc7.org](http://www.hrdc7.org) along with Current Resume and Cover Letter to:

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
P.O. BOX 2016  
7 North 31<sup>st</sup> Street  
BILLINGS, MT 59103**

HRDC is an Equal Opportunity Employer

## **JOB DESCRIPTION**

### **DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**

**Functional Title:** Youth Program Coordinator  
**Program:** Workforce Innovation and Opportunity Act, Youth Employment and Training Programs, Alternative Education, Harmony House TLP  
**Supervisor:** Program Director  
**Status:** Non-Exempt

### **JOB SUMMARY**

Under the supervision of the Program Director and in accordance with the mission of District 7 HRDC, the Youth Program Coordinator is delegated the responsibilities for the management and day to day operations of (WIOA) Workforce Innovations and Opportunity Act, Youth Employment and Training Programs, and Alternative Education Program, and Harmony House Transitional Living Program in support of the goals established by HRDC and its funding sources.

### **MISSION OF ORGANIZATION**

Through its mission, HRDC empowers people in need through the mobilization and development of community services creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. All HRDC activities focus on 6 national goals: Self sufficiency, community revitalization, community ownership and pride, partnerships among supporters and service providers, agencies increase their capacity, and strengthen Families and Communities.

### **ESSENTIAL DUTIES**

#### **Management and Administration:**

- Supervises Youth and Harmony House Case Managers and Alternative Education Instructor
- Monitors and reviews case files.
- Reviews and approves client timesheets and Work Experience contacts.
- Reviews new applications and files.

#### **Financial:**

- Prepares youth payroll reports.
- Monitors all direct service budgets

#### **Operations:**

- Assists Alternative Education Instructor with coverage of classroom.
- Assists Case Managers on worksite development process and monitoring.
- Engages in outreach activities for Youth Employment & Training and Alternative Education Programs.
- Develops and recruits employers for worksite experiences.

- Works with school officials and ABE providers to ensure youth are meeting education requirements.
- Creates schedule for Harmony House Emergency on-call phone and is part of the phone rotation, usually one week a month.

### **Compliance:**

- Provides timely reports as required by respective programs and agency requirements.
- Updates, communicates, and implements all program changes that reflect and impact compliance requirements.
- Identifies, collects, inputs data to establish program outcomes and reporting requirements.
- Inputs data on both CDS and Montana-Works databases.

### **Professional Development:**

- Assesses, secures, and implements training for applicable programs.
- Attends Professional Development and supervisory training as required.
- Trains staff on Employment and Training and Alternative Education programs, CDS, and Montana-Works.

### **Community:**

- Serves as Liaison for all youth programs and related matters in the community.
- Attends meetings on behalf of HRDC and maintains on-going communication and networking with community partners and grantors.
- Establishes new partnerships.

### **Goal Setting:**

- Implements agency work plans at the program level to ensure achievement of set goals.

### **Innovation:**

- Brings creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency

### **Additional Knowledge, Skills and Abilities:**

- Integrates knowledge of budgeting and management experience into program operations.
- Effectively **communicates** on all platforms.
- Demonstrates **dependability** and **punctuality**.
- Adheres to a consistent work schedule.
- Demonstrates **professionalism** in the workplace.
- Modeling an objective and non judgmental attitude.
- Nurtures, builds, and mentors employees to build a cohesive team.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Bachelor's degree and related experience in writing and administration of grants, supervision, budgeting, program development, and administration of youth programs. Supervisory skills, team building experience, and excellent written and verbal communications skills are required. Must have knowledge of issues among at-risk youth ages 14-24 and prefer experience working with this population. Knowledge of Early Childhood Education also a plus.

Annual Criminal Background checks and Child Protective Services checks are required.

### **License and Certifications:**

Not applicable to this position.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer; frequently communicate with co-workers and members of the community on the phone, in writing and in person; needs to move about inside the office to access file cabinets, office machinery, etc.

## **WORK ENVIRONMENT**

The work environment is typical of that of an office setting. The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer. Tasks will involve extended periods of time at a keyboard or work station.