

**Parkesburg POINT Youth Center**  
**Hands On Training and Workforce Development Coordinator**  
**JOB DESCRIPTION**

**PERSONAL REQUIREMENTS:**

- Born again Christian.
- Active church member with a recommendation from your Pastor.
- Knowledgeable of the Gospel and able to share it.
- Heart for God and students.
- Must pass PA State required background checks and clearances.
- Valid PA driver's license.

**EXPERIENCE, SKILLS AND ABILITIES:**

- High school diploma or equivalent.
- Ability to multi-task.
- Outgoing and energetic.
- Must be able to work independently.
- Organizational skills required.
- Proficient use of computers including basic programs i.e., Word, Outlook, Excel, etc.
- Must be flexible with schedule.
- Background in Construction, Trades, Social Work and/or Education.

**PRIMARY DUTIES REQUIRED FOR THIS POSITION: Helping students to transition from High School to their future.**

- Work with the Academic Coordinator to counsel students to determine their options for college, trade school, apprenticeships and/or workforce.
  - Plan and implement trips to colleges, trade schools and work sites.
  - Work with local business and ministry partners to discuss options with students.
- Continued operations of the Workforce Development Training Program.
  - Work with Academic Enrichment Coordinator, Director of Operations and Outreach Coordinator to determine what classes are to be taught and recruit volunteers or staff to teach them.
- Continued operations of the Hands-On Training Center Program.
  - Plan and implement classes and projects with the Director of Operations.
  - Enlist and coordinate volunteers/instructors and staff to lead the classes.
  - Maintain equipment, safety, and supplies.
  - Maintain the shop and classroom areas to insure a clean, safe, and enjoyable environment for the students and volunteers.
- Identify and recruit students for the HOTC and Workforce Development programs, utilizing Point students and local schools.
- Ensure all program volunteers and instructors agree with The Point Mission and Vision.
- Ensure all volunteers pass all PA State clearance requirements.
- Other duties as requested.

**SUPERVISION:**

This position is under the direct supervision of the Director of Operations.