

JOB TITLE: Youth Advisor-W&E

SUPERVISION RECEIVED: Reports to and works under the general supervision of the Operations Manager who assigns duties and reviews work for effectiveness according to established work standards.

SUPERVISION EXERCISED: This is a non-supervisory position. Lead work/coordination of the work of others is not a typical function assigned to this position. Incumbents in this position may provide training and orientation to newly assigned personnel.

POSITION SUMMARY: Facilitates the orientation, training and guidelines for participants in youth service activities.

ESSENTIAL FUNCTIONS/ DUTIES & RESPONSIBILITIES

The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

1. Interviews, recommends selection and directs the activities of youth participants. Provides youth training and technical assistance.
2. Assists participants in identifying and developing transferable and marketable skills.
3. Assists with participant incentive-pay time sheets and prepares purchase orders; assists participants with support service requests and issuance.
4. Assists youth with accessing job development and education resources through web-based program workshops and referrals to other staff and partner agencies.
5. Tracks and records participant activities.
6. Participates in outreach and recruitment events; coordinates youth services with partner agencies and businesses.
7. Consistently maintains a professional and courteous manner and an ability to work effectively and harmoniously with other employees and the general public.
8. Maintains regular job attendance and adherence to working hours.
9. Accepts and performs other work as assigned.

QUALIFICATIONS & REQUIREMENTS

EDUCATION AND EXPERIENCE:

High school diploma or equivalent required; Associates degree in education, counseling, social sciences or related field preferred. One year training or education in delivery of youth related programs and/or youth program development or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of and proficiency using personal computers. Must possess knowledge of youth program delivery. Ability to effectively provide training and communicate verbally and in writing.

SPECIAL REQUIREMENTS:

Must pass a criminal history background investigation; however a conviction of a crime may not necessarily disqualify an individual from this classification.

Possession of a current Oregon driver's license and proof of OR liability Insurance.

Possession of or the ability to obtain current First Aid and CPR certification desired.

WORK ENVIRONMENT/ WORKING CONDITIONS/ PHYSICAL DEMANDS

The work environment and working conditions described here are representative of those that are typical of the job and 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.

This job is typically performed in an office environment under usual office working conditions. The noise level in the work area is typical of most office environments, with some telephones, personal interruptions, and background noises. In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

Maintain consistency and impartiality toward staff in the application of agency policies, procedures and labor agreement. Use judgment to take into account individual and cultural differences to help staff meet goals and perform job duties in a safe, efficient and effective manner.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER