



JOB VACANCY ANNOUNCEMENT

Position Title: Youthbuild/Youth Services Coordinator

Status: Full-Time, 40 hrs/week

Starting Salary Range: Grade 9; \$18.40 - \$21.26/hr

Location: Moorhead CareerForce

Position Number: 21-02

Recruitment: Internal/External

Closing Date: March 28, 2021

Primary Position Objectives:

This position exists primarily to coordinate the activities of the Youthbuild program, including supervising and instructing youth in construction methods and safety practices, and manage the renovation, rehabilitation or construction of affordable housing units and the on-site construction training of youth. Career planning and life skill training are an integral part of working with the participants. This position will coordinate the local WIOA youth programs services involving multiple school districts and partner agencies in a service delivery team context.

Required Qualifications:

Bachelor's degree in psychology or counseling or a combination of related education and related experience; or a degree in Construction and/or Construction Management; or at least two (2) years of experience in housing construction. Computer skills to include word processing, email and internet. Must pass a criminal background check. A valid driver's license, vehicle insurance, and a reliable vehicle are required. English language proficient.

Preferred Qualifications:

At least one (1) year of client service experience. Knowledge of OSHA regulations and safety practices. Experience in supervision and training preferred. Exceptional written, verbal, analytical, and interpersonal skills. Must work effectively in a team-structured delivery system. Group facilitation experience and motivational skills. Those individuals who are veterans or possess the National Career Readiness Certificate (NCRC) will be given additional consideration.

Essential Functions:

Supervise, coordinate, and integrate three main components of the Youthbuild program: education, construction, and life skill education. An understanding of issues facing young people who have not completed high school and the ability to encourage and support youth. Provide direct instruction and supervision to youth on construction worksites. Assist participants to develop individual service strategies for goal identification and attainment. Contact schools and work sites to facilitate and implement coordination of youth services. Network within the community to foster program partnership to achieve goals. Meet with participants, individually or in a group, to provide program information and direction. Acts as liaison between schools and work sites and team to resolve service-related issues. Maintain contact with participants to monitor participation, goal attainment and determine unmet needs, providing documentation on progress related to individual plans.

Application Instructions: Submit an application packet consisting of the Rural Minnesota CEP Application for Employment, resume, and cover letter by **4:30 pm** on the closing date to:

Melissa Kain, Human Resources Manager
Rural Minnesota CEP, Inc.
803 Roosevelt Avenue
Detroit Lakes, MN 56501
melissak@rmcep.com

A Rural Minnesota CEP Application for Employment can be picked up at any RMCEP office or online at www.rmcep.com. To receive an application via mail, email, or fax please call 218-847-0712. Rural Minnesota CEP, Inc. reserves the right to select those who will be interviewed from application information.

RMCEP is an Equal Opportunity Employer/Program Provider
Upon request, this information will be made available in an alternate form.

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