

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4  
Champaign, Illinois

Title: Youth Employment Services (YES) Worksite Coordinator

Qualifications:

1. Bachelor's Degree or higher
2. Ability to work cooperatively with staff, students, and parents
3. Excellent interpersonal and communication skills
4. Knowledge of and ability to relate to a culturally and linguistically diverse learning community
5. Ability to coach students and families on expectations of potential employers
6. Ability to work with high school students to develop career goals
7. Ability to problem solve, resolve conflict, work independently, and multi-task
8. Self-motivated and disciplined
9. Experience working with students and adults in an educational setting (preferred)

Reports To: YES Program Supervisor

Supervises: N/A

Objective: To support high school students, their families, and employers who participate in the YES employment program in a positive, helpful, and encouraging manner

Performance Responsibilities:

- A. Serves as liaison between school, home and related community agencies
- B. Makes regular job site visits (and occasional home visits) to build and maintain communication between students' community partners and students' families
- C. Works directly with students to ensure their job placement is meaningful and successful
- D. Assists in training students in general workforce expectations and implements a system to develop the skills needed to obtain employment
- E. Collaborates with local employers and other stakeholders to identify specific areas of need as it relates to the employment of high school students
- F. Arranges and attends pre-employment orientation visits between students and employers
- G. Engages in on-site job coaching with students
- H. Collects and reviews time cards for each assigned student to ensure accurate times are reported for compensation
- I. Completes all tasks in timely and accurate manner
- J. Clearly communicates any concerns or issues to supervisor in both written and verbal forms
- K. Performs other related duties as assigned

Terms of Employment: At-Will Position, with other terms as stipulated in the job posting

Evaluation: Performance will be evaluated by the YES Program Supervisor on a continuous basis

Status: Last Revised February 11, 2017