

YouthWorks Job Coach

Baltimore Corps - Baltimore, MD

Summer Youth Works Temporary Position: YouthWorks Job Coach

Dates of Employment: July 6, 2020 – August 14, 2020

Compensation: \$15.00 per hour, 25 hours per week @ 5 hours per day Monday - Friday, temporary without benefits

Overview of YouthWorks:

[YouthWorks](#) is Baltimore's summer jobs program, operated by the Mayor's Office of Employment Development, that employs thousands of youth each summer. Typically, youth participating in YouthWorks hold positions within organizations throughout Baltimore. However, due to the COVID19 pandemic and need for social distancing, YouthWorks 2020 will include a learn-to-earn virtual curriculum model. To support Youth and assist them in maximizing the summer experience, Job Coaches will assist students in navigating the curriculum.

Job Description:

This is a youth development position, serving youth ages 14 to 21 who will be completing a learn-to-earn virtual YouthWorks curriculum. As a Job Coach, you will support and supervise a cohort of 15 students to engage in the curriculum and make the most of the opportunity. The virtual YouthWorks curriculum creates a youth employment experience focused on developing youth in: Financial Literacy, Job Readiness, Career Planning, Health & Wellness, Cultural Awareness & Empowerment, and more.

Essential Duties and Responsibilities:

- Facilitate a virtual daily morning check-in with cohort to review the agenda for the day, respond to questions, and confirm individual session appointments
- Provide regular individual video conference sessions with each student and extra sessions for students who need additional support
- Encourage and facilitate peer-to-peer tutoring and support where appropriate

- Review and ensure daily completion of assignments and follow-up as necessary
- Review and verify daily attendance
- Administer and document feedback surveys
- Refer students to technical, mental health, or additional resources, as needed
- Actively seek out ways to better engage youth virtually in a digital learning environment
- Facilitate a virtual end of the day daily debrief with cohort

Additional Qualifications and Personal Characteristics:

- Education: a minimum of a high school diploma or G.E.D.
- At least 21 years old.
- Experience in youth development through teaching, coaching, volunteering, or another similar environment
 - Ability to lead team meetings with youth
 - Ability to lead or facilitate experiential learning in a virtual environment
- Interest and passion for working with youth:
 - Empathy and experience working with youth from historically oppressed areas
 - Familiarity and comfort with analyzing and adapting to support a student's learning needs
 - Familiarity with coping strategies in crisis cases which allow individuals to overcome their problems or fears to create a more conducive development and learning opportunity
 - Experience using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to learning barriers
 - Familiarity with building career and/or job readiness skills with youth

- Technology and online communication:
 - Comfort using Zoom or WebEx and online learning platforms to facilitate learning
 - Ability to manage and facilitate youth cohort communications via group video conferencing, email or instant messaging app, and one-on-one mentoring relationship
- Mature, self-starter with the desire and ability to initiate and execute

Additional Requirements:

- Access to a computer or laptop with a microphone and camera and high-speed internet capabilities
- Ability to pass a mandatory criminal background check
- Ability to virtually report to work from 8:30 am – 2:30 pm, Monday - Friday
- This is a remote position

Posted On: Saturday, May 30, 2020