

Northwest Michigan Works!

Job Title: Work Based Learning Coordinator

Department: Youth Services

FLSA Status: Non Exempt

Position Summary

The Work Based Learning Coordinating plays a key role in helping young people gain valuable work-based learning experiences and transition into meaningful career or postsecondary opportunities. Serving as the on-the-ground team lead for the work based learning programs in the Char-Em ISD service area, including co-ops and work experiences, this position provides direct guidance to JMG team members. This position also and collaborates with schools, employers, and community partners to drive program success. Maintains a high quality program while looking for growth opportunities in student numbers, processes, and partners. Requires frequent travel within the Char-Em ISD service area.

Supervision

- Reports directly to the Northwest Michigan Works! Youth Services Regional Director.
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Key Responsibilities & Essential Duties

The JMG Specialist may be responsible for the following tasks, including but not limited to:

Leadership & Program Coordination

- Provide functional leadership and support to JMG Specialists in the Char-Em ISD regarding work based learning in partnership with the Northwest Michigan Works! Youth Services Regional Director.
- Responsible for building and leading a high-performing work based learning program that meets objectives and goals.
- Ensure work based learning program effectiveness and team cohesion by maintaining consistent communication and processes with leadership and team members across the 10-county region.

Program & Case Management

- Responsible for all coordinator duties as outlined in the State of Michigan Department of Education's instructions for Work Based Learning Programs, including conducting safety and regular visits to work sites.
- Approve youth work experiences, ensuring proper documentation and appropriate job placements.
- Work with staff to track and manage student progress, ensuring achievement of school-driven competencies and program requirements.
- Maintain accurate records in accordance with organization and state guidelines.
- Braid Michigan Works! programs to maximize available resources.

Youth Engagement & Instruction

- Provide ongoing support to program participants, JMG Specialists, schools, businesses, and community partners.
- Lead all parties involved in a work experience to tailor program strategies and intervention plans to meet individual student needs.
- Deliver group instruction and individual instruction to help youth develop career readiness skills.

Community & Employer Engagement

- Build and maintain relationships with schools, businesses, and community organizations to enhance knowledge or the program and opportunities.
 - Provide reports, information, articles, press releases, social media postings, etc. both internally and externally re: work based learning programs and initiatives.
 - Represent the program at regional and statewide meetings and professional development events.
 - Organize and supervise student participation in work based learning related activities, including in-state or out of state travel.
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Qualifications & Skills

- Education & Experience:
 - **Must be a certified CTE teacher or be able to be annually authorized by the State of Michigan. For information see: <https://www.michigan.gov/mde/services/octe/educators/cte-teachers/cte-teacher-certification>.**
 - Bachelor's degree or equivalent experience in a related field.
 - Experience working with youth in an educational or human services setting.
 - Technical & Professional Skills
 - Ability to read and accurately interpret program guidelines and requirements
 - Proficiency in Microsoft Office, Google Suite, social media, and other business software.
 - Case management experience, including data entry and tracking.
 - Comfort and skill in presenting to individuals and groups, including leading workshops and informational sessions
 - Interpersonal & Communication Skills
 - Ability to build effective partnerships and collaborative relationships with schools, employers, and community partners.
 - Strong leadership, communication, customer service and interpersonal skills.
 - Excellent oral and written communication abilities.
 - Personal Attributes
 - Highly organized, energetic, optimistic, and adaptable with a solutions-oriented mindset.
 - Understanding of at-risk youth and family dynamics.
 - Familiarity with community resources.
 - Additional Requirements
 - Possession of a valid driver's license and ability to be insured to drive agency and school vehicles.
 - Willingness to travel for program events and student activities.
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Physical Demands

- **General Requirements**
 - Regular talking and hearing, frequent use of hands and arms for tasks such as typing, handling materials, and reaching.
 - Occasional physical activity, such as climbing, stooping, walking on uneven ground, and kneeling.
 - Visual requirements include close, distance, color, and peripheral vision, as well as depth perception and the ability to adjust focus.
 - Able to lift, carry, and move materials weighing up to 25 pounds, including in and out of vehicles and facilities as well as navigating stairs and other varied environments.
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Work Environment

- **Office Setting**

- This role is primarily performed in a school or professional office environment with the use of standard office equipment (e.g., computers, phones, photocopiers) although visits to schools and various types of employer work sites are required
- The noise level is typically minimal but may vary depending on specific location.

- **Accommodations**

- Reasonable accommodations will be provided to enable individuals with disabilities to perform the essential functions of the job.
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Travel Requirements

- Very frequent travel within the Char-Em ISD service area for meetings at schools, work site visits, or community functions.
 - Primarily during business hours, with occasional overnight travel required for meetings, conferences, and training.
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Job Description Acknowledgment

This job description outlines the core duties and requirements of the position, which may evolve over time. The position is subject to review and amendment as needed.

Employee Acknowledgment

By signing below, I acknowledge my understanding of the responsibilities and expectations of this position.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____