



Job Title: Workforce Case Manager
Job Type: Non-Exempt; Part-time
Job Rate: \$13.00-\$14.00/hour
Job Location: Locke High School: 325 E 111th St, Los Angeles, 90061
Reports to: High School Director

Boys & Girls Clubs of Carson's Mission:

The Boys & Girls Clubs of Carson offers our young people a safe environment where they can have fun and be themselves, dedicated adult mentors who respect and listen to them, and outcome-based programs that empower youth to become lifelong learners.

PRIMARY FUNCTION:

Plans, implements, supervises and evaluates activities for the Workforce Development program.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

- Promote and stimulate program participation;
- Register new members and participate in their club orientation process;
- Provide guidance and role modeling to members.

Program Development and Implementation

- Effectively implement and administer workforce development services and activities for drop-in members and visitors.
- Provide guidance to teen members about education and career pathways, resume/cover letter writing, mock interviews, personal branding, etc. through workshops and one-on-one case management.
- Improve employability of teen Club members.
- Provide career counseling, job readiness, and job placement services.
- Increase financial knowledge of teens.
- Provide daily homework and tutoring assistance for members.
- Maintain and keep files of attendance.
- Collect all required documentation to operate programs.
- Collect and maintain members' report cards as they are distributed from schools.
- Take inventory and order supplies as needed.
- Address concerns, questions, issues of parents and or teachers.
- Advise High School Director of any program needs, concerns, and problems: i.e. additional staffing and volunteers.
- Coordinate special projects, events and activities to increase career awareness among members including arrangement of speakers, job shadowing and workshops.

- Seek out enrichment opportunities for the students including job opportunities, internships, vocational training, etc.
- Prepare weekly and monthly schedules of activities.
- Create all learning center bulletin boards, display of member activities and other department objectives.
- Promote and recruit members by working directly with schools and contacting parents.
- Establish and/or expand relationships with local corporate and community partners that will contribute to the workforce development of Club teens.
- Assure that programs operate at optimum capacity and meet member's needs.
- Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the unit at all times. Prepare periodic activity reports.

Supervision

- Maintain members order and discipline by managing members' behavior; reinforces rules of the club and all the recreational areas.
- Help develop injury prevention methods, evaluates injuries. Highest priority is the safety of the Club members.
- Ensure a productive work environment by participating in regular unit and organization staff meetings.

ADDITIONAL RESPONSIBILITIES:

- May participate in special programs and/or events.
- May be required to drive Club van and obtain Class B license.
- May be required to help in other program areas.
- Assume other duties as assigned.

RELATIONSHIPS:

Internal: Maintains close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.

External: Maintains contact with external community groups, schools, members' parents and others to assist in resolving problems.

REQUIRED SKILLS:

- High School diploma or GED.
- Working towards a College Degree.
- Experience in working with children.
- Knowledge of youth development.
- Good level of responsibility, reliability, and punctuality

- Ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific classes.
- Ability to utilize a wide variety of reference, descriptive data and information.
- Ability to carry out instructions furnished in written, oral or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.
- Ability to motivate youth and manage behavior problems.
- Ability to deal with the general public.
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Mandatory CPR and First Aid Certifications and TB clearance.
- Valid State Driver's License.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Ability to lift up to 50 pounds and be able to work up to eight hours a day in an active youth focused environment that may require some physical exertion.

APPLICATION INSTRUCTIONS:

For consideration, apply online at www.bgccarson.org/careers. Applicants will be contacted by a hiring manager should they wish to schedule an interview. All submissions must have a Resume and Cover Letter. No phone calls please.

THANK YOU for your interest!