



**BOYS & GIRLS CLUB**  
OF THE TRI-COUNTY AREA

**TITLE:** Workforce Development Coordinator

**DEPARTMENT:** Program/Teens/Workforce Development

**REPORTS TO:** Director of Operations

**HOURS:** Based on program schedule  
Must be available when kids are out of school - Varies between school-year and summer

**LOCATION:** Ripon, WI – BGCTCA Workforce Development Center

**STATUS:** Full-time, Exempt (Salaried)

**COMP/BENEFITS:** Salary Range: \$40,000 to \$50,000  
Employer Paid Medical, Dental, Vision, STD, LTD, Life Ins.  
HSA  
7% Retirement Match  
PTO: 3 Weeks, Holidays, Birthday Off

**PRIMARY FUNCTION:**

The Workforce Development Coordinator is primarily responsible for building and implementing a program curriculum with the support of strategic partners to create awareness, develop skills and drive passion in young people (ages 12+). The goal of the workforce development program is to put teens on a path toward a more successful future than the one they might currently envision. This might include apprenticeship, employment or further education, but will, ultimately, lead to them having a set of employable skills that will position them to earn family supporting wages.

Boys & Girls Clubs of the Tri-County Area (BGCTCA) teen workforce development and skilled trades programming will provide pathways for young adults to gain experience, certifications or on-the-job training such as apprenticeships that result in quality jobs. BGCTCA aims to strengthen both the individual, their families, and provide support for area businesses at a time when there is a shortage of skilled labor. The Workforce Development Coordinator is actively engaged in the planning and implementation of youth programs and services related to BGCTCA workforce development and educational initiatives. The Workforce Development Coordinator is also responsible for providing direction and implementation of some younger youth-related programming that inspires, prepares and feeds the teen workforce program. This

position operates under the Boys & Girls Clubs of the Tri-County Area with support from the following primary program partners: Moraine Park Technical College (MPTC), CD Smith Construction, Homan Automotive, Drexel Building Supply, KH Jankowski Construction, and the ACE Academy. Additionally, several other community partners will support a wide variety of initiatives. While these initiatives are primarily centered around skilled trades, some other key industries like nursing and hospitality are included. The Workforce Development Coordinator is charged with partnership development, curriculum development/coordination, quality assurance, safety, program supervision, delivery of instruction, material acquisition, & equipment/facility maintenance. The Workforce Development Coordinator is on-site daily to lead instruction, support partner instruction, and provide administrative support. Requires evening and weekend hours on occasion based on the demands of various curricula scheduling.

## **KEY ROLES:**

### **Primary Responsibilities**

1. Lead and/or support instruction (with support from community partners) in a variety of skilled trades, including but not limited to: carpentry, electrical, plumbing, automotive, masonry, landscaping, welding, mechanical, etc.
2. Incorporate technology education, both formal and informal, involving demonstrations, lectures, discussions, and student activities; distance learning with MPTC.
3. Teach skills and knowledge through courses in technology education.
4. Instruct students in the proper use, care and safe handling of equipment.
5. Educate and ensure proper storage and use of materials, equipment and tools.
6. Establish and maintain standards of student behavior for a productive learning environment during class sessions and off-site experiences.
7. Evaluate student progress and aptitudes and advance or remediate them accordingly.
8. Supervise/visit students in assigned out of classroom activities during the working day.
9. Collaborate with community industry partners to provide a hands-on, learner centered environment with a focus on preparing students for work in the trades.
10. Establish clear objectives for each pathway, lesson, and project, and successfully guide each student along their journey.
11. Establish positive rapport w/students and create an environment conducive to learning.
12. Plan, develop, and organize lessons and instructional materials to provide for large and small group instruction to best meet the needs of students.
13. Establish and maintain appropriate standards of student behavior.
14. Offer both intentional curricula-driven courses for advanced students as well as fun, discovery-based projects that inspire new or younger students.
15. Continuously seek knowledge about current best practices and apply them as appropriate.
16. Participate in staff meetings and communicate successes and challenges to administration.
17. Guide, inspire and manage the workforce development committee and grow and maintain ancillary partnerships to meet the changing needs of youth and community employers.
18. Take all precautions to prioritize safety & protect students.
19. Perform additional duties and responsibilities as necessary as assigned by the Director of Operations and/or CEO.

**Secondary Responsibilities:**

1. May assist with the completion of any mandated program reports related to grant funding or otherwise
2. Will assist with any Club-related facility needs to evaluate, remedy or seek outside solutions.
3. Will communicate with marketing department to celebrate program and youth specific successes in the interest of garnering community support and awareness.
4. Will be prepared to represent the organization/program publicly, as needed.
5. Participate in the budget planning process.
6. They will also support special events as assigned.
7. Assumes vacancies as needed.

**RELATIONSHIPS:**

**Internal:** Maintains close contact with assigned staff/volunteers to provide technical assistance in matters related to programs, equipment, facilities and safety; interacts regularly with Workforce Development Committee, Director of Operations, Ripon Site Coordinator and, as assigned, with the Board of Directors.

**External:** Maintains engagement with active partners, external community groups, appropriate school personnel.

**SKILLS/KNOWLEDGE REQUIRED:**

- Ability to build positive, nurturing relationships with all teens.
- Background and experience working with youth.
- Excellent skills and understanding of variety of skilled trades industries.
- The ability to analyze, synthesize and implement data that supports and enhances student academic and effective learning.
- Experience and comfort with how technology overlaps with a variety of skilled trades industries (i.e. AutoCAD), with the ability to teach others.
- Outstanding interpersonal communication skills including positive problem solving, collaboration, teamwork, active listening, and respect.
- Excellent verbal and written communication skills.
- Timeliness in meeting deadlines and requests, and other professional responsibilities.
- Commitment to be a lifelong learner.
- Exceptional organizational skills.
- A team player with an appreciation for the larger mission of BGCTCA who works in concert with fellow team members to meet that mission and the deliverables of the strategic plan.
- Ability to establish and maintain effective working relationships with Club staff, subordinates, Board members, community groups, and other related agencies.
- Clean driving record and ability to travel between sites and transport youth as needed.

