Southern Mississippi Planning & Development District

BUILDING A STRONGER MISSISSIPPI

SMPDD YOUTH WORKFORCE TRAINING PROGRAM COORDINATOR JOB DESCRIPTION

General Statement of Duties:

Responsible for the implementation and execution of SMPDD's Workforce Innovation and Opportunity Act (WIOA) Out-of-School and In-School youth program objectives. The WIOA Out-of-School Youth Program is designed for youth ages 16-24 and the In-School Youth Program is designed for youth ages 14-21. This full-time position will include: Administrative responsibilities for the SMPDD youth program, oversight for the SMPDD youth program, and the coordination of all services to eligible SMPDD youth program participants.

Responsibilities:

- Coordinate the implementation and delivery of outreach, recruitment, and service delivery
- Manage the SMPDD youth program staff, including selecting, orienting, and training all youth staff
- Consult and coordinate with partner programs to maximize service effectiveness
- Review, sign, and approve all SMPDD youth program staff leave requests, timesheets and expense reports
- Review, approve, and submit participant payments
- Review and submit requests for program operation
- Develop and coordinate the implementation of the participant training curriculum
- Develop and implement an internal monitoring system
- Review performance, including benchmarks, and implement correction action plans as needed
- Develop and facilitate processes and procedures
- Maintain all program reports and systems
- Maintain working knowledge of WIOA and TDWDA regulations and policies
- Review all attendance records, work experience timesheets, request for supportive services, and request for incentives for accuracy
- Assist SMPDD youth program staff with eligibility determination and service delivery for youth participants
- Maintain confidentiality as it pertains to the WIOA funded youth program and participants
- Ability to travel throughout the 24-county service area as needed to perform job

expectations
- Attend required training and meetings
- Perform all other duties as assigned

Knowledge and Skills:

- Excellent interpersonal, verbal, and written communication skills
- Ability to work with a diverse youth population
- Ability to develop plans to aid in personal and career growth
- General knowledge of federally funded job training programs
- Excellent organizational skills
- Ability to multitask
- Proficient computer skills
- Strong ability to problem-solve
- Ability to pay attention to detail
- Skills in training and supervision

Education and/or Experience:

- Bachelor's Degree in Education, Social Services, or related field preferred
- Case management experience preferred
- Experience working with youth ages 14-24
- Equivalent combinations of education and experience may be considered

Reports to: Youth Program Administrator

SMPDD/TDWDA is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Those needing TTY assistance may call 800-582-2233.