

**Position:** YouthWORK Summer Teacher

**Position Posted:** March 20, 2017

**When:** June 2017 – August 2017

**Location:** Oshkosh, WI

**Job Description:**

The Fox Valley Workforce Development Board is seeking to fill a part-time YouthWORK Teacher position to provide 10-13 youth clients of the Department of Vocational Rehabilitation program with valuable work readiness skills. These skills will help develop the foundation needed for successful employment in the future. This summer program will include 2 weeks of classroom instruction as well as supervision for youth as they complete their 6 week work experience.

\*Please see the attached YouthWORK description/timeline.

Essential duties and responsibilities of this position include, but are not limited to the following:

- Develop, organize, and facilitate age and ability-appropriate interactive career learning activities
- Strong technology skills – including use of Microsoft Office Suite (including Excel, Word, PowerPoint), Google Drive (Docs), with a willingness to learn new technology
- Strong and effective oral and written communication skills
- Proficient at information gathering and monitoring skills
- Strong problem analysis and problem solving skills
- Exercise independent judgement and initiative
- Positive telephone and face-to-face interactions and communication with both internal staff and external work experience site staff members
- Ability to prioritize work schedule and manage tasks efficiently as this position will be responsible for reporting to and working with YouthWORK Coordinator and the YouthWORK Teacher Assistant
- Strong organizational skills / detail oriented
- Eagerness to learn and to ask questions when needed
- Flexibility in work environment and work schedule
- Possess a high degree of accuracy and adaptability
- Observe necessary precautions to ensure the safety of program participants and maintain a clean and safe and professional environment
- Organize necessary supplies for programs/activities
- Guide assisting staff
- Supervise and monitor the behavior of the participants both in the classroom and at the worksite
- Enforce rules and regulations and apply appropriate disciplinary measures as needed
- Communicate effectively with parents, transportation company and worksite staff concerning activities/programs, youth's struggles and successes, schedule changes, youth's behavior and needs, room usage, timesheets, etc.

**Education and Experience:**

- Experience in working with a special needs population in a classroom environment
- Proficient computer skills and in-depth knowledge of relevant software such as Google Documents and MS Office Suite
- Bachelor's Degree in Special Education preferred (or near completing degree)
- This position does involve travel; therefore, a vehicle and valid driver's license is required
- Must be able to pass a criminal background check

**Salary:** \$21.00 per hour, plus mileage reimbursement

**To Apply:** Please email your resume to Jill Valdez at [Jvaldez@fwddb.com](mailto:Jvaldez@fwddb.com) by April 14, 2017

