

Position: YouthWORK Summer Teacher's Assistant

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's Assistant position to assist in providing 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:

- Help organize, and facilitate age and ability-appropriate interactive career learning activities
- 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
- 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
- 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
- Must be able to pass a criminal background check

Salary: \$13.00 per hour, plus mileage reimbursement

To Apply: Please email your resume to Jill Valdez at Jvaldez@fwdb.com by April 14, 2017

