

Northwest Wisconsin CEP
is accepting applications for a
Youth Services Specialist/Crex Meadows Camp Director

LOCATION:

Home Office: Ashland, Wisconsin; Summer Camp sessions: Grantsburg, WI; frequent travel to other locations required

POSITION DESCRIPTION SUMMARY:

The Northwest Wisconsin Concentrated Employment Program (Northwest Wisconsin CEP) is a private non-profit company dedicated to strengthening the economy in Northwestern Wisconsin by providing effective and efficient workforce development services to employers and job seekers. Northwest Wisconsin CEP has an opening for a Youth Services Specialist/Crex Meadows Camp Director (YSS). The YSS is responsible for designing, implementing, and coordinating workforce development programs that aid youth in completing education levels, finding employment, and gaining marketable skills. Responsibilities also include assisting businesses in seeking to hire and train youth. This position also directs all aspects of the Crex Meadows Youth Conservation Camp as an essential duty of the position.

Please see the full job description for more complete details, responsibilities, and duties.

EDUCATION/EXPERIENCE:

Candidate must have a BS/BA from a four-year college or university; or one to two years related experience and/or training; or an equivalent combination of education and experience.

WAGE:

Salaried, \$30,037.67-\$36,712.04 per year (37.5 hours per week)

SCHEDULE:

Flexible schedule option available to equal 37.5 hours per week or 75 hours per pay period.

BENEFITS:

Health Insurance, Dental/Vision HRA, Life Insurance, Long-term Disability Insurance, cooperative employer/employee retirement plan option, generous vacation, sick leave, and flexible scheduling

HOW TO APPLY:

Visit <http://www.nwcep.org/cep-employment-opportunities> for details on application requirements and the online application. This position will remain open until filled, with the first review of applicants taking place on December 6, 2019. Position is subject to a criminal background check upon job offer. Questions may be directed to:

Skyler Dural-Eder
Human Resources Director
Northwest Wisconsin CEP
422 3rd Street West, Suite 200
Ashland, WI 54806
(715) 682-9141 x. 115
sdural-eder@nwcep.org

Northwest Wisconsin CEP Job Description

Job Title: Youth Services Specialist / Crex Meadows Camp Director
Department: Operations
Reports To: Regional Manager – East
Location: Ashland Admin
Prepared by: Skyler Dural-Eder
FLSA Status: Exempt, salaried
Effective Date: 7/1/19

SUMMARY

The Youth Services Specialist/Crex Meadows Camp Director is responsible for designing, implementing, and coordinating workforce development programs that aid youth in completing education levels, finding employment, and gaining marketable skills. Responsibilities also include assisting businesses seeking to hire and train youth. Such services will assist Northwest Wisconsin CEP in attaining performance standards. Directing all aspects of the Crex Meadows Youth Conservation Camp will also be an essential duty of the position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned or tasks may be modified to reflect changes or growth within the program at any time.

YOUTH SERVICES DUTIES:

- Ascertain the workforce development and career exploration needs of in-school and out-of-school youth and seek to design creative solutions within the context of Northwest Wisconsin CEP's grants
- Collaborate with agency partners to design and deliver employment workshops and events to youth
- Maintain and develop relationships with regional school districts and post-secondary educational institutions to promote youth programming and services
- Be knowledgeable in the Workforce Innovation and Opportunity Act (WIOA) youth services regulations and requirements
- Attend quarterly Northwest Wisconsin Workforce Investment Board (NWWIB) Youth Committee meetings and other CEP or NWWIB board meetings as requested
- Participate in quarterly youth operations meetings to include planning, program goals, and budget needs
- Manage and direct the Northwest Consortium of the State of Wisconsin Youth Apprenticeship Program
- Work with Northwest Wisconsin CEP leadership to seek appropriate funding sources and assist with the preparation of grant proposals for the purpose of accomplishing the job's mission
- Work with school districts to encourage youth to participate in career assessments as a career exploration and job matching service
- Work with schools, employers, and training providers to ensure that youth participants are making progress and attending programmatic activities
- Review performance reports and budgets to ensure youth activities are of the utmost quality and recommend actions if there is poor performance or unspent funds
- Design, create, and implement recruitment strategies to include outreach and advertising activities, referrals, and cross referral programs for youth participation

- Present information to potential youth participants regarding services and eligibility requirements of the WIOA program in both group and individual settings
- Responsible for meeting with, contacting, and providing services to participants per program policy and guidelines adhering to timeframes
- Work with all parts of the Youth Apprenticeship Program
- Prepare, maintain, and process all forms and paperwork accurately and promptly
- Ensure confidentiality of all files and records
- Maintain compliance with federal, state, and local laws, regulations, guidance, policies, and procedures
- Other duties may be assigned

CREX MEADOWS CONSERVATION YOUTH CAMP

- Serve as the on-site director of the Northwest Wisconsin CEP Crex Meadows Youth Conservation Camp
- Remain present at camp during the camp season (June-August)
- Oversee the daily operation of the Crex Camp including the food service, programming, worksites, camper and staff supervision, and health care/medication needs
- Recruit camp participants through the utilization of agency resources and through the consultation and coordination of agency partners such as schools and the Vocational Rehabilitation partners
- Work with the Northwest Wisconsin CEP leadership team to seek appropriate funding sources and design long-term revenue generation strategies for the camp, programs, and facilities
- Monitor the budget for camp operations to include inventory and purchasing of supplies
- Plan, promote, contract, and schedule all camp programming and activities
- Design, deliver, and evaluate Crex Camp programming and activities that effectively mixes academics, basic work maturity lessons, employability skills, workforce skills, safety, and recreation
- Recruit, interview, and hire summer Crex staff and participate in the hiring process
- Train, supervise, and evaluate Crex camp staff
- Develop and implement policies and procedures for campers and staff; ensure adherence to the policies and procedures
- Collect, approve, and submit camper and staff records and timesheets
- Respond to critical incidents and act swiftly in an emergency situation
- Manage disciplinary issues with campers or staff
- Other duties may be assigned to reflect a change in program needs

EDUCATION and/or EXPERIENCE

Bachelor's degree from a four-year college or university; or one to two years related experience and training; or equivalent combination of education and experience

SUPERVISORY RESPONSIBILITIES

This position directly supervises employees at the Crex Meadows Youth Conservation Camp in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS

Ability to read and comprehend instructions, correspondence, memos, and other documents. Ability to write and read various correspondence. Create narratives for grant reports with no errors. Ability to effectively present information in one-on-one and in small groups to project staff, participants, and other employees. Ability to deliver employment workshops and present information effectively before groups of people.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to monitor project costs and budgets. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to be aware of unsafe situations and remedy the issue accordingly.

COMPUTER SKILLS

Ability to use Windows based software programs such as Word, Excel, Access, Publisher, and PowerPoint. Ability to learn grant based reporting software.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid driver's license
- Insured and dependable vehicle
- Must meet agency insurability requirements

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; stand; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to stand and stoop, kneel, crouch, and lift floor to waist (50 lbs. max). An employee is seldom required to lift waist to overhead (50 lbs. max).

TRAVEL

Extensive travel is required within the Northwest Wisconsin CEP service delivery area.