

Kalamazoo Regional Educational Services Agency

Career Coach, Summer Opportunity (97 - CC Discover)

JOB POSTING

Job Details

Title

Career Coach, Summer Opportunity

Posting ID

97 - CC Discover

Description

Division: KRESA - Career Connect

Position Type:

Part Time

Approximately 30 hours per week

(Salary: \$22.23 - \$33.62)

Summary

Are you looking for a summer position working with youth in your community? Do you enjoy helping young people and have experience teaching or coaching? Are you extremely detail oriented and energized by helping others find a path to reach their education and/or career goals? Join our team as a Career Coach supporting youth participants in Career Connects MyCITY Summer Program.

Responsibilities:

- Assist with planning and operations of Career Connects MyCITY summer program which provides job training and career readiness skills to youth ages 14-24
- Support application review, participant communication and enrollment, participant orientations and other pre-program activities
- Provide educational and career planning services to participants; this will include a focus on essential skills training and project-based learning
- Provide support to participant interns and internship sites around the Kalamazoo community, including coaching, disciplinary action, and problem solving
- Recognize and manage behaviors in group settings
- Report accurate timekeeping and evaluations for program participants
- Make frequent contact with participants, support youth through constructive coaching conversations and referrals to community resources and other Career Connect programs
- Organize and participate in chaperoning groups of youth during partner activities, talent tours, job shadows and/or special events
- Provide back-up to other staff as needed; other duties as assigned

Minimum skills and education required:

- Ability to effectively present information in front of groups and engage audiences
- Excellent communication skills
- Ability to travel within Kalamazoo County
- Well-organized and able to prioritize
- Ability to problem-solve and work in a team environment
- Thorough knowledge of community resources and agencies
- Ability to uphold safety standards, including those related to COVID-19
- Proficient use of computer and applicable software
- Detail-orientated and extremely reliable
- Must possess excellent interpersonal skills and ability to work with diverse populations
- Embraces and supports KRESA's anti-bias, anti-racist principles
- Ability to interact effectively with individuals from a wide range of cultures
- Ability to discuss cultural differences with colleagues and clients
- Ability to assess one's own strengths and limitations or challenges and integrate this understanding into interpersonal interactions
- Flexible work habits: ability to adapt to frequent changes in the work environment
- Understanding of social-emotional learning (SEL) practices

Preferred skills and education:

- Experience working with young people, employment and training programs, and/or customer service
- Teaching and/or coaching experience, a plus
- Background working with young people who have diverse abilities; ability to provide appropriate support based on a participant's individual needs
- Ability to effectively employ multicultural approaches in resolving problems
- An understanding of multi-tiered systems of support (MTSS)

Apply online at www.kresa.org/jobs

**Kalamazoo RESA is an Equal Opportunity Employer/Program.
Auxiliary aids and services are available upon request to individuals.**

Notice of Non-discrimination:

It is the policy of Kalamazoo Regional Educational Service Agency that nondiscriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information (collectively, "Protected Classes") or any other legally protected category be allowed during any program, activity, service or in employment. The following individuals at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Tom Zahrt & Isaac Carter. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.

Shift Type

Regular

Salary Range

Per Hour

Location

CTD_SOUTH STREET

Applications Accepted

Start Date

02/12/2024

End Date

05/30/2024

Job Contact

Name

Hiring Manager

Title

Email

Phone

(269) 775-1660