

Kalamazoo Regional Educational Services Agency

Career Navigator, Summer Opportunity (98 - CC Discover)

JOB POSTING

Job Details

Title **Career Navigator, Summer Opportunity**
Posting ID **98 - CC Discover**
Description **Division:** Career Connect

Position Type:

Part Time
Approximately 30 hours per week
(Salary: \$17.41 - \$25.91)

Summary

Are you looking for a summer position working with youth in your community? Do you enjoy helping young people and have an interest in being a mentor and role model? Are you energized by supporting others and helping them find a path to reach their education and/or career goals? Join our team as a Career Navigator 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
- Supervise young adults ages 14 and 15 in work with employer and community partners
- Provide instruction for work tasks
- Support participants in developing positive work behaviors in areas of collaboration, communication, self-management, problem-solving and critical thinking
- Provide behavior management support to program participants
- Prioritize the safety of participants throughout programming
- Report accurate payroll and evaluation records for young adult participants
- Organize and participate in chaperoning youth on talent tours and during special events
- Transport and maintain quality of work equipment
- Provide back-up to other staff as needed; other duties as assigned

Minimum skills and education required:

- High school diploma or equivalent
- Excellent communication and customer service skills
- Understanding of a positive coaching/mentorship relationship
- Demonstrated ability to take initiative, think critically and problem solve
- Ability to multi-task and work with a diverse population
- Embraces and supports KRESA philosophies related to diversity, inclusiveness and anti-racism
- Ability to interact effectively with individuals from a wide range of cultures
- Ability to discuss cultural differences with colleagues and clients
- Familiarity and comfort with using computers
- Ability to enforce safety policies, including those related to COVID-19
- 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
- Background working with young people who have differing 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.

<i>Shift Type</i>	Regular
<i>Salary Range</i>	Per Hour
<i>Location</i>	CTD_SOUTH STREET

Applications Accepted

<i>Start Date</i>	02/12/2024
<i>End Date</i>	05/30/2024

Job Contact

<i>Name</i>	Hiring Manager	<i>Title</i>	
<i>Email</i>		<i>Phone</i>	(269) 775-1660