



## **Job Description - Youth Program Coordinator Career Training & Exploration**

<b>Department/Program:</b>	Career Training and Exploration
<b>Work Schedule:</b>	40 hr / week
<b>Reports to:</b>	Youth Program Manager
<b>Supervises:</b>	N/A
<b>Main Job Site</b>	Winooski Office
<b>Employee Classification:</b>	Full-time, non-exempt
<b>Last Revised:</b>	December 2025

### **Position Summary**

The Youth Program Coordinator provides support for the day-to-day coordination and implementation of youth programming at Vermont Works for Women (Rosie's Girls Afterschool & Summer Camp, Tech Center Career Exploration, WomenCan Do, and others). This role is primarily responsible for logistics, planning, & organizing of programs, outreach and recruitment of youth participants and program partners, and hands-on interaction with youth and program delivery. The Youth Program Coordinator also supports development of new programming.

### **Essential Functions**

#### **Program Development, Coordination & Implementation: 80% of total time**

- Coordinate and develop youth activities and programs focused on career exploration.
- Assist in organizing curriculum materials, including social/emotional "Power Skills," STEM, and skilled trades technical lessons.
- Schedule programs, manage hands-on activities, create monthly agendas, and engage mentors while fostering school and business connections.
- Lead activities with youth participants, serving as a motivating, inspiring, and engaging role model.
- Maintain inventory and ensure the organization of activity and project tools and supplies.
- Recruit and register youth participants for programs.
- Recruit and coordinate volunteer community mentors and external role models to support participants, discuss their career pathways, and provide exposure to nontraditional careers.
- Identify potential career and education resources for youth to enhance programs at VWW.
- Assist in developing new programming through research, outreach, relationship building, curriculum design, and activity development.

#### **Data Evaluation & Reporting: 5% of total time**

- Assist in developing program evaluation tools.
- Collect and enter program data using participant and partner surveys.
- Aid in analyzing data for reporting on program outcomes.
- Contribute to grant proposals and reports as needed.

#### **Other Duties: 15% of total time**

- Participate in team meetings, all-staff gatherings, and collaborative sessions to advance the goals of Youth Programs, the Career Training & Exploration team, and the overall organization.
- Meet regularly with the Youth Program Manager to report on progress and develop personal learning goals.
- Utilize training in internal databases, registration systems, online learning systems, and other program-specific software as required.
- Perform miscellaneous job-related duties in support of the department and organization as assigned.

### **Schedule and work environment**

- The schedule typically operates within standard business hours, 8:30 a.m.-4:30 p.m. with some evening/weekend activities.
- Some telework is permitted, although attendance at the Winooski office will be required on certain days.
- Some regular travel required for off-site meetings, trainings, and youth programs
- Primarily within an open office environment with moderate noise levels; sometimes at camp, in a school, in a shop, or on the road.
- Ability to sit for half the day, and ability to stand half the day.
- Must be able to occasionally lift and/or move up to 30 lbs.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Minimum Job Requirements**

#### **Education & Experience:**

- High School diploma required; Bachelor's degree or 2-3 year's experience coordinating programs, youth programs preferred; or a combination of equivalent, relevant experience and education.

#### **Specialized Knowledge, Licenses, etc.**

- Strong communication and relationship building skills.
- Experience and/or training in Microsoft Office including Word, Excel, Outlook and Teams.
- Experience or interest in teaching youth.
- Experience or interest in working with girls, young women and gender expansive youth, and familiarity with the issues facing these populations.
- Experience or interest in working with power tools and STEM activities.
- Experience and comfort with a variety of social justice and cultural issues (racism, classism, homophobia, transphobia, sexism, ableism, etc.).

#### **Success Factors** (i.e. personal characteristics that contribute to excelling in position):

- Clear commitment to, and enthusiasm for, VWV's mission.
- Commitment to engaging in efforts to improve our work internally and externally with diverse individuals and groups.
- Positive, cooperative team spirit.
- Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team.
- Ability to receive and give constructive feedback.
- Excellent attention to detail and organizational skills.
- Excellent communication skills both written and verbal.
- Resourcefulness in creating systems and efficiencies.
- A sense of humor, tact and diplomacy.
- A can-do attitude.
- Willingness to learn and utilize all available technology relevant to the organization and programs.
- Ability to deal with the youth participants, the public and staff in a friendly, pleasant and professional manner.

*Revised: 12/22/2025*