



## JOB ANNOUNCEMENT

### WORKSOURCE EAST CENTRAL GEORGIA

Position Title: Youth Service Coordinator  
Location: 674 Washington Road, Thomson, GA 30824 & Remote  
Duration: Part-time (25 hours per week) & Temporary Employment (ending 6/30/21)

**JOB SUMMARY:** Recruit participants for program and provide case management services, which include but not limited to career counseling, intensive job readiness, job search and placement assistance, training, and follow-up services to Workforce Innovation Opportunity Act (WIOA) eligible youth ages 16-24 residing in McDuffie County and Hancock County.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to provide positive, outstanding customer service
- Ability to maintain confidentiality
- Ability to interact positively with a variety of personalities and socio-economic populations
- Problem solving skills, organizational skills, time management skills, and excellent oral and written communications skills are essential
- Proficiency in a variety of computer software applications including Microsoft office, email, and internet applications

A valid driver's license and access to a reliable, insured motor vehicle is required. Travel is required (in personal vehicle). WorkSource East Central Georgia reimburses for mileage.

Drug screening and background check is required.

#### **REQUIRED QUALIFICATION:**

Bachelor or Associate degree in a related field, one year instructing and/or counseling, or 4 years of successful experience in instructing and/or counseling students. A copy of the credential will be required.

Please submit a copy of your resume to: [worksource@ecgwdc.org](mailto:worksource@ecgwdc.org)