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<b>Job Title</b>	YAIP Success Coach
<b>PVN ID</b>	LA-1705-001840
<b>Category</b>	Managerial and Professional
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	YAIP (Workforce Education Center)
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$35,000.00 - \$38,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 30, 2017 (Or Until Filled)

## General Description

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LaGuardia Community College, located in Long Island City, Queens, educates more than 50,000 New Yorkers annually through degree, certificate and continuing education programs. Our guiding principle, “Dare To Do More”, reflects our belief in the transformative power of education—not just for individuals, but for our community and our country—creating pathways for achievement and safeguarding the middle class. LaGuardia is a national voice on behalf of community colleges, where half of all US college students study. Part of the City University of New York (CUNY), the College reflects the legacy of our namesake, Fiorello H. LaGuardia, the former NYC mayor beloved for his championing the underserved. Since our doors opened in 1971, our programs regularly become national models for pushing boundaries to give people of all backgrounds access to a high quality, affordable college education. We invite you to join us in imagining what our students, our community and our country can become. Visit [www.laguardia.edu](http://www.laguardia.edu) to learn more.

The Young Adult Internship Program (YAIP) is a 14-week paid internship program for job ready New York City young adults age 16-24 who are not working and not in school. The goal is to prepare participants for work, to enroll in a HSE prep program or to gain entry into college, advanced training programs or the military.

The full time position reports to the Director of YAIP and will assist provide Educational Workshops in accordance with the overall goals of the program and to ensure participant success.

### **Duties will include but are not limited to:**

- Organize existing or develop new curriculum materials and Lesson Plans as needed
- Schedule workshops and arrange for guest speakers and presenters appropriate to participants’ needs and program requirements
- Provide Educational Instruction and assist in class activities as needed
- Arrange for up to two trips per cohort based on education and employment needs and interests

- Oversee special activities including Educational & Employer/Trainer Roundtables, and others as appropriate for the program
- Mentor program participants and make referrals to the Job Developer or other staff on an as needed basis to update Individual Service Plan and/or to assist participants in obtaining other social services
- Maintain regular contact with program team including director to monitor participant success and to ensure that program provides skills needed for anticipated employment, education and vocational trainings

## Other Duties

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- Assist with conducting screening and selection of program participants along with other program staff
- Assist other program staff to obtain outcomes from program participants
- Call and/or visit work sites to ensure compliance with funder requirements and assess participant progress
- Conduct quality assurance activities as prescribed by the program and DYCD, including case record reviews, outcome tracking, participant satisfaction surveys and others as assigned
- Maintain and follow policies on confidentiality as it relates to participant information
- Complete all necessary reports: including monitoring notes, case notes, weekly and monthly reports
- Participate in all regular supervision, trainings and program meetings
- Maintain records on students' attendance and levels of achievement and/or behavior
- Perform other related duties as assigned

## Qualifications

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- Bachelor's Degree in human services, education, social work, business or related field
- Three or more years experience working with disconnected young adults
- Ability to handle crisis situations by telephone and in person
- Computer proficient, including experience with all Microsoft Office software packages and social media
- Strong organizational skills
- Ability to work as part of a team or independently
- Knowledge of applicable area resources
- Excellent written and oral communication
- Experience delivering results-based workshops in a classroom setting