
Job Title	Work, Learn and Grow Facilitator/Monitor
PVN ID	LA-1908-003258
Category	Managerial and Professional
Location	LAGUARDIA C. C.
Department	Workforce Education Center
Status	Full Time
Annual Salary	\$35,000.00 - \$40,840.00
Hour(s) a Week	35
Closing Date	Sep 18, 2019 (Or Until Filled)

General Description

- Explores and initiates novel and effective approaches to teaching and learning in a multicultural work environment.
- Works actively with students to help these individuals strengthen their knowledge and abilities of the world of work
- Provide each student with feedback on their monthly progress and explain/clarify any areas of concern with students.
- Completes reports and presentations, and attends meetings and special events.
- Works cooperatively with colleagues to ensure success of students.
- Maintain a student log and update regularly
- Comply with all requirements of the WLG program at LaGuardia Community College
- Conduct regular evaluation and assessment of participants at work
- Assist in the development of reflection activities for program participants
- Guide students in the promotion of social change by providing an understanding of how individual actions contribute to the community
- Motivate students to perform well in their work assignment.
- Prepare curriculum and materials for training sessions and present training programs in a clear and concise manner.
- Select and develop teaching aids such as handbooks, models, visual aids, computer tutorials, and reference materials to support curriculum design.
- Notifies appropriate case management staff of participant engagement, case management needs, and non-attendance when applicable.
- Continually monitors and assesses participant progress throughout the learning process and makes adjustments as needed to ensure knowledge transfer and applied understanding.
- Collect program and contract required data and submit to the program coordinator by deadline dates

Other Duties

- Attend staff meetings, as requested
- Complete basic reporting requirements including, but not limited to attendance, case notes, client tracking, client production, and pre- and post-tests
- Travel to multiple service sites within the division
- Other duties as assigned by supervisor
- Prepare weekly reports for the Program Director

Qualifications

- College Junior, Senior or Graduate with a major in Education, Human Services or Instructional Technology
- Passionate about service learning and community service and its potential to engage students in meaningful learning
- Well organized and have excellent written and oral communication skills
- Experience with databases and open to using web-based applications
- Knowledgeable about the Queens community and its needs
- Must be able to demonstrate a theoretical foundation in the principles and practices of leadership
- Strong organizational skills
- Ability to manage multiple priorities
- Willingness to work and communicate effectively with diverse populations and function as key team member.
- Awareness and knowledge of populations served by the program.
- Ability to work with a team approach.
- Ability to complete reports and to communicate effectively with students and staff.
- Ability to motivate and positively influence work habits and skills of population served.
- Ability to work with youth 16-21 years of age
- Ability to navigate the public transportation system

A background check and fingerprinting are required prior to finalizing an offer of employment