



Youth Employment Job Coach Job Description - Summer 2025

The Youth Employment Job Coach supports young people (ages 14 –24) in preparing for and securing meaningful employment. This role involves career coaching, job readiness training, and individualized support to help youth overcome barriers to employment and succeed in the workplace.

Youth Employment Job Coach Responsibilities

- Provide one-on-one career counseling and job coaching to youth employment participants.
- Develop individualized employment plans based on each participant's goals, skills, and interests.
- Conduct job readiness workshops covering resume writing, interview skills, workplace etiquette, and communication.
- Assist youth in finding job opportunities, internships, apprenticeships, and volunteer placements.
- Build and maintain relationships with local employers, training providers, and community organizations.
- Monitor and document participant progress, providing ongoing feedback and support.
- Help participants develop soft skills and professional behaviors needed to maintain employment.
- Address barriers to employment such as transportation, childcare, or education gaps by connecting clients with relevant resources.
- Track outcomes and maintain accurate records for reporting and evaluation purposes.
- Collaborate with other program staff and stakeholders to ensure holistic support.

Supervision and Safety:

- Supervise youth at all times, ensuring their safety and well-being.
- Maintain a safe environment, implementing Boys & Girls Club of Joliet's policies and procedures.
- Follow all safety regulations and emergency procedures.

- Be aware of children's needs and maintain their physical, mental, social and emotional safety.

Mentorship and Guidance:

- Provide positive role modeling and mentorship for youth
- Support youth's personal development and social skills
- Address any challenges or concerns with empathy and professionalism
- Deal effectively with members concerning behavior and discipline issues.

Teamwork and Collaboration:

- Collaborate with fellow program staff to create a cohesive and supportive environment.
- Participate in team meetings and training sessions.
- Create an environment that facilitates the achievement of Youth Development Outcomes
- Assist in maintaining inventories of all program equipment and supplies; ensure all related supplies and equipment are maintained and in good order. Clean program areas after each usage.

Communication:

- Communicate effectively with parents, staff, and other stakeholders.
- Provide updates and address any questions or concerns.
- Participate in special programs and events.
- Safely transport club students in organization vehicles or on field trips that require public transportation as needed, adhering to all vehicle and field trip policies and procedures

Requirements:

- Associate or Bachelor's degree in Social Work, Education, Human Services, or a related field (or equivalent experience).
- Minimum 2 years of experience working with youth, preferably in employment or career development settings.
- Knowledge of youth development, trauma-informed practices, and local labor market trends.
- Ability to build trust with youth from diverse cultural backgrounds.
- Strong communication, interpersonal, and organizational skills.
- Ability to motivate and mentor young people from diverse backgrounds.
- Proficient in Microsoft Office and/or case management systems.
- Bilingual skills (Spanish) a plus.
- Excellent communication, interpersonal, and mentoring skills.
- Strong understanding of job search strategies and career development principles.
- Ability to build rapport and trust with individuals from diverse backgrounds.
- Familiarity with community resources and job placement services.

- Experience working with young people, preferably in a workforce development or social services setting.
- Must have a valid driver's license with a clean driving record, dedicated to transporting youth participants to various programs and events.
- CPR and First Aid certification (may be obtained during training)
- Ability to deal effectively with members including discipline problem
- Ability to collect and interpret data.
- Ability to prepare weekly reports as required.

Work Schedule

- Seasonal Summer Position
- Work Hours: Monday - Fridays: 9:30 am - 3:30 pm
- Pay Rate: \$16.00 - \$17.00/hr.
- Training Week: June 2 - June 6, 2025 (mandatory)
- Program Session: June 9 - August 7, 2025

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Physical requirements include some physical exertion such as lifting, stretching and bending in a school/Club setting and can include sitting and standing for long periods. Will include walking/guiding/escorting children to and from areas and field trips. Will require interaction with youth 6-18 and can be noisy at times.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Please send your cover letter and resume to Chantel Gamboa; cgamboa@bgcjoliet.com