Operation Fresh Start | Position Description

www.operationfreshstart.org
Phone: 608-244-4721
Fax: 608-244-8162

POSITION: Youth Employment Specialist
REPORTS TO: Education Manager
HOW TO APPLY: **Submit resume AND cover letter to Indeed.com Self-Identification Form (optional)**

STATEMENT OF EQUITY AND INCLUSION: Operation Fresh Start is an affirmative action/equal opportunity employer. Operation Fresh Start is committed to building a community of equity and inclusion. We strongly encourage applications from women, underrepresented minorities, persons with disabilities, LGBTQI+ groups, sexual minority groups and any other candidates who will contribute to the diversification and enrichment of other's life experiences and perspectives.

ORGANIZATION/PROGRAM DESCRIPTION:
Our Vision: **All youth ages 16–24 are assets in our community.**
Our Mission**: Operation Fresh Start empowers emerging adults on a path to self-sufficiency through education, mentoring, and employment training.**

ABOUT OPERATION FRESH START: OFS – Legacy program is designed for a critical time in life: the transition to adulthood. It provides a path forward for emerging adults through mentoring, education, and employment training. Legacy program participants earn their high school diploma, driver's license, certifications in the construction and conservation fields, and gain college/career readiness skills. Program participants are all also giving back to the community – building affordable homes for low-income families, completing conservation projects and environmental justice work in city and county parks. OFS staff continue to support program graduates for a minimum of one year as they transition into post-secondary education and/or self- sustaining employment.

PURPOSE: The Youth employment Specialist provides career readiness training, mentoring, and case management to emerging adults ages 16–24 as they pursue education and employment goals. The role delivers instruction in career planning, job search skills, resume writing, interviewing, and workplace professionalism while managing a caseload of approximately 40 active participants and recent graduates in follow-up services.

HOURS: This is a full-time position with Fridays and weekends off. Scheduled work hours are 7:15 a.m. to 5:15 p.m. Monday through Thursday.

SALARY & BENEFITS: Starting salary is $48,000 - $53,000 per year, depending upon qualifications and experience. Generous benefits package includes paid vacation, sick, personal, and holiday paid time off, maternity/paternity leave, FSA, 403(b) retirement fund and 403(b) matching, health insurance, dental and vision insurance.

QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES

Required Qualifications

- Minimum of 1-year youth-work experience
- Valid driver's license
- High school Diploma or Equivalent

Preferred Qualifications

- Some Post-secondary experience preferred
- Ability to create meaningful relationships with a diverse array of people
- Data Management Experience
- Experience working specifically with the emerging-adult population (ages 16 to 24).
- Knowledge of trauma-informed care practices.
- Strong computer and organizational skills for data collection and reporting.
- Good job seeking skills, including quality resume and cover letter design.
- Strong communication skills; verbally, electronically and in writing.

JOB RESPONSIBILTIES

The following duties are typically expected of this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

Educational Administration

- Maintain accurate instructional records, participant progress documentation, and required educational data.
- Complete documentation required for WIOA and other educational funding and reporting requirements.
- Record participant progress, attendance, and instructional outcomes in a timely manner.
- Monitor post-program educational and employment outcomes as required by grant and program guidelines.
- Collaborate with other educational staff and community partners to ensure instructional services are coordinated and consistent.

Instructional Duties

- Plan, deliver, and assess instruction using the Career Development curriculum to develop participants' career readiness knowledge and skills.
- Teach lessons on employment fundamentals, including job applications, resumes, interviewing, workplace expectations, and career exploration.
- Instruct participants in professional communication, workplace behaviors, financial literacy, and other employability competencies.
- Differentiate instruction to meet diverse learning needs and provide individualized academic and career guidance.
- Evaluate participant learning, provide constructive feedback, and adjust instructional strategies to support mastery.
- Connect classroom learning with community-based career exploration and work-based learning opportunities.

Student Support and Educational Advising

- Serve as an instructional advisor for an assigned cohort of participants.
- Participate as a member of interdisciplinary student support teams to promote participant success.
- Build positive, professional relationships that foster engagement, persistence, and achievement.
- Assess participants' strengths, interests, and career goals to individualize instruction and educational planning.
- Identify learning barriers and coordinate appropriate educational supports and referrals that enable continued participation and success.

Other Instructional Engagement

- Organize and facilitate career-focused workshops, employer presentations, and career exploration events as extensions of classroom instruction.
- Supervise participants during instructional activities conducted in community settings, including transportation when necessary.
- Participate in curriculum development, professional learning, and continuous improvement efforts.
- Perform other instructional and educational duties as assigned by the Education Manager.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

RESUME AND A COVER LETTER FOR THIS POSITION IS REQUIRED.

SUBMIT TO Indeed.com:

Operation Fresh Start
Attention: HR Department
2670 Milwaukee Street | Madison, WI 53704