

SOMERSET COUNTY PUBLIC SCHOOLS

7982A CRISFIELD HIGHWAY, WESTOVER, MARYLAND 21871 • TELEPHONE: 410-651-1616

ANNOUNCEMENT OF VACANCY WORK EXPERIENCE PROGRAM COORDINATOR (PART-TIME) August 25, 2008

Summary of Description of Classification

An employee in this position with supervision from the Workforce Investment and Community Programs Supervisor is responsible for developing and coordinating up to 30 work experience slots located in the tri-county area. Nights and weekend work is required. Part time with no benefits (20 hours per week @ \$20.00 per hour)

Requirements:

- A. Educational Requirement- A bachelor's degree from an accredited college.
- B. Training and Experience Requirements- At least three years of experience in the workforce Investment field.
- C. Knowledge and Skills Requirements-
 1. Ability to work well with adults with a wide variety of backgrounds.
 2. Good interpersonal skills.
 3. Ability to write well.
 4. Ability to do multiple tasks at one time.
 5. Ability to maintain confidentiality.
 6. Basic knowledge of grants.
 7. Available for frequent afternoon and evening activities.
 8. Good oral and written communication skills.
 9. Proficient computer skills.
 10. Leadership and communication skills.
 11. Positive and motivational leadership skills.
- D. Duties
 1. Recruit job sites
 2. Assign participants to available work sites.
 3. Work with participants to ensure a positive experience.
 4. Work with participants and employers to resolve any conflict that may arise.
 5. Coordinate and provide leadership for tri-county work experience program.
 6. Monitor and provide evaluation of participants.
 7. Represent work experience program at all meetings.
 8. Write news articles related to program.
 9. Assist with organizing, planning, and administering tri-county awards ceremony.
 10. Collect participant time sheets on a bi-monthly basis and review for processing.
 11. Assist supervisor of workforce development and community programs with other responsibilities that he deems necessary to make program a success.

APPLICATION PROCEDURE:

Please include the following information with your letter of application:

- professional application
- resume
- a copy of your present certification
- copy of Praxis Scores
- an unofficial college transcript
- three (3) letters of references

This information should be sent directly to:

Leo Lawson
Supervisor of Human Resources
Somerset County Public Schools
7982A Crisfield Highway
Westover, MD 21871
Fax # 410-651-2931
e-mail: llawson@somerset.k12.md.us

DEADLINE: Applications and all required documents must be received in the Office of Human Resources by **Monday, August 11, 2008, no later than 4:00 p.m.**

"The Somerset County Public School System does not discriminate on the basis of race, sex, age, national origin, religion, or disability in matters affecting employment or in providing access to programs."