



Tool Time Coordinator Mayor's Youth Workforce Experience Program

Scope of Work

Reports To: Program Manager for MYWE

Rate: \$17hr.

Goal:

The Mayor's Youth Workforce Experience will provide youth with a work internship experience and the necessary supports (Workplace Mentors, work and life skills training and practice, on-the-job experience, connections to supportive services, etc.) to promote long term employment and life-long success.

Overview:

MYWE is based on the researched informed model created by Big Buddy Program called, Level-UP!. Level-UP! is a mentoring and workforce development program which connects young people to Mentors, creates environments conducive to gaining valuable personal and professional development skills, and coordinates career exploration experiences for middle and high school youth.

Overall Principles:

This position serves on the agency's Leadership Team. Leadership Team members oversee the implementation and operation of programs according to agency standards and aligned with the goals and objectives of the program.

This position is a leadership role for the overall agency, a middle management employment tier in the organization.

MYWE Planning Team:

- Executive Director
- Program Manager
- Circle Mentor Coordinator (s)
- Tool Time Coordinator
- Relationship Coordinator

Specific Job Duties:

Managing the day-to-day activities of Tool Time (creating and maintaining Tool Time agendas, maintaining Scholar schedules, documenting Tool Time Instructor attendance, building logistics etc..) Striving to deliver high quality experiences and opportunities to youth most in need of intervention activities and positive role models.

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- Being present on all Tool Time Days 7:30am to 4:30pm.
- Managing spreadsheets containing scholar information and scheduling needs.
- Coordinating the day-to-day responsibilities on Tool Time Days
- Recruiting, training and scheduling Tool Time Instructors.
- Working with Circle Mentors to schedule Scholars into courses.
- Ensuring that academic policies and curriculum are followed.
- Developing and tracking benchmarks related to Scholar success
- Helping Tool Time Instructors maximize their teaching potential
- Meeting and listening to concerns of Tool Time instructors on a weekly basis.
- Enforcing discipline when necessary.
- Providing an atmosphere free of any bias in which Scholars can achieve their maximum potential.
- Recruit and create contracts/MOU
- Create and maintain contractors schedule

Summary of Job Responsibilities:

The Tool Time Coordinator is responsible for creating and maintaining a safe environment for youth to prosper through supportive relationships, opportunities for meaningful participation and clear, high and fair expectations. S/he is also responsible for carrying out a variety of tasks that ensure the success, stability and growth of the program.

Scope of Job Responsibilities:

Employee Talent Maintenance

The Tool Time Coordinator provides direction and oversight to Tool Time instructors, this includes ensuring each Tool Time Day is scheduled, all supplies and curriculum is ordered and available and each course outline is maintained.

Program Development

The Tool Time Coordinator is tasked with creating solutions when written policies and procedures do not cover implementation needs. In some cases, these changes will require communication with funding sources or the Executive Committee. The Coordinator is responsible for making the necessary changes in writing and then providing regular reports to the Executive Committee on the progress of implementation.

Other Job Duties:

- Maintains communication between the Leadership Team and contracted Tool Time Instructors.
- Performs high-level clerical duties such as managing spreadsheets, writing and proofreading letters and contracts, and organizing documentation related to the success of the program.
- Works with Leadership Team to define/enhance agency policies and procedures.

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- Accepts all other duties as assigned by the Program Manager and or Executive Director which promotes to mission of the organization.

Job Qualifications:

- Degree in a field related to Education, Administration or Youth Development with minimum three years' experience in non-profit management, communications, or related field.
- Minimum two years' experience in a supervisory role. Supervising three or more people.
- Proficient working knowledge and practical experience in Microsoft Excel, Word and PowerPoint. Be prepared to demonstrate practical experience in a Pre-Screening Exercise.
- Excellent written and verbal communications; strong organizational skills; ability to meet demanding deadlines; ability to work within budgets; ability to handle multiple projects with ease.
- Work independently and in a group; self-starter; computer and social media proficiency; ability to resourcefully collect information and compile findings.
- Experience working within a volunteer-structured system helpful.

Potential Applicants are encouraged to send Cover Letter and Resume to:

bigbuddy@bigbuddyprogram.org

Please include “**Tool Time Coordinator**” in the email subject line for consideration. To Apply [Click Here](#)

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