

Career Opportunity



POSITION TITLE	VOCATIONAL TRAINING AND TRANSITION COORDINATOR	
DEPARTMENT	VOCATIONAL PROGRAMS	
REPORTS TO	SENIOR MANAGER OF VOCATIONAL PROGRAMS	
FLSA STATUS	FULL-TIME/EXEMPT	
RECRUITMENT FOCUS	INTERNAL AND EXTERNAL APPLICANTS	
POSTING DATE:	INTERNAL CLOSING:	EXTERNAL CLOSING:
11/12/09	OPEN UNTIL FILLED	OPEN UNTIL FILLED

ORGANIZATION SUMMARY

The LA Conservation Corps (the Corps) is a private, non-profit organization that has been helping at-risk young people develop themselves since 1986. To date, more than 20,000 young people have participated in the Corps classes and service projects, learning new skills while contributing to the quality of life for all of us in the greater Los Angeles area.

POSITION SUMMARY

The primary responsibility of the Vocational Training and Transition Coordinator is to assist program participants in learning about employment opportunities and obtaining employment in the various fields related to “Green Jobs” and the Green Job movement. The Coordinator will also work to build relationships between the LA Conservation Corps and Green Job employers and develop employment opportunities for program participants.

Additionally, the Vocational Training and Transition Coordinator will help implement the mission of the LA Conservation Corps by using his or her management, supervisory, technical and personal skills to develop the educational and work skills of young people enabling them to advocate their own personal and career opportunities. S/he accomplishes this mission by coordinating training and leading program participants in work and life skills workshops.

The Vocational Training and Transition Coordinator will ensure that the LA Conservation Corps program best fits the needs of its participants. Other duties may be assigned as required.

ESSENTIAL FUNCTIONS

- Conducts outreach presentations with local employers to explain the benefits of hiring the Corps participants
- Develops a database of employers interested in employing Corps participants
- Participates in Vocational Advisory Board activities and assist in the production of necessary reports
- Contacts employers to identify job placement and career advancement opportunities within the “Green Job” movement
- Maintains a caseload as determined by the Senior Manager of Vocational Programs
- Places participants into “Green” jobs to meet job placement outcomes
- Coordinates career counseling, evaluation, skills training, job readiness, and other activities related to employment transition
- Works within businesses, agencies, and organizations to help remove participant employment barriers
- Monitors employment progress of participants who secure employment positions
- Maintains necessary documentation for contractual requirements
- Prepares required documentation for reports
- Responsible for supervising individuals who report to this position
- Attends regular program meetings to ensure that operations and program goals are being met
- Participates in weekly work program meetings

Career Opportunity



- Is responsible for program deliverables, goals, and outcomes
- Appropriates human and material resources to ensure that projects are completed successfully and within budget
- Works with management to foster new funding and work contract opportunities
- Submits monthly progress reports in a timely manner. Reports should capture program progress accurately throughout the month
- Works and communicates with program sponsors, local Community Based Organizations (CBOs) and other public and private agencies to guarantee that scheduled goals are met
- Is accountable for establishing a safe working environment where no industrial injuries that can attributed to negligence, carelessness, and/or inappropriate safety practices occur

PROFICIENCIES/SUCCESS FACTORS

- Provides supervision, training, development, safeguards and serve as a mentor and good role model
- Organizing and Planning– Ability to structure tasks, establish priorities and set goals
- Demonstrates a high level of professionalism and work ethics
- Interpersonal - Demonstrates sensitivity, understanding and the ability to effectively interact with individuals (internal and external) from diverse cultural, socioeconomic, disability and ethnic backgrounds
- Demonstrates excellent communication skills (oral and written). Characterized by actively listening and ensuring respectful two-communication interactions
- Demonstrates a high level of accountability, responsibility and dependability
- Demonstrates a positive attitude, self-discipline, and self-awareness
- Demonstrates excellent analytical skills – characterized by identifying, assimilating and comprehending the critical elements of various situations; extract and interpret implications of courses of action
- Demonstrates teamwork through cooperation and collaboration with others

MINIMUM REQUIREMENTS/QUALIFICATIONS

- Ability to provide supervision, project management and logistics skills necessary to fulfill position responsibilities.
- Excellent oral and written communication skills necessary to prepare concise, logical, grammatically correct documents and presentations.
- Organizing and Planning – Ability to structure tasks, establish priorities and set goals.
- Exceptional interpersonal skills – Demonstrates sensitivity, understanding, and the ability to effectively interact with individuals (internal and external) from diverse cultural, socioeconomic, disability, and ethnic backgrounds.
- Demonstrates ability to effectively perform the physical requirements of the job, as well as train others.
- Demonstrates ability to effectively handle multiple priorities in a fast-paced, high volume work environment.
- Ability to assimilate, comprehend and examine information. Identifying problems, patterns and relationships to formulate logical and objective conclusions.
- Competent level of computer skills (Microsoft Office Environment) and the ability to complete the necessary reports.
- Ability to perform community outreach and education in schools and to community groups as well as provide presentations and instruction to others to promote vocational program(s).
- Demonstrates knowledge of the “Green Job” movement and its intricacies.

EXPERIENCE/EDUCATION

- Bachelor’ degree from an accredited institution required
or
- Minimum of four (4) years experience working and/or training young adults of various ethnic, disability, and socio-economic backgrounds with job placement experience and some college

Career Opportunity



OTHER REQUIREMENTS

- Pass a post-offer drug/alcohol screen test before commencing employment (required to submit for the drug/alcohol screening at a company designated facility) “REQUIRED”
- Tuberculosis Screening (TB immunization) before commencing employment (required to submit for the TB test at a company designated facility). “NOT REQUIRED”
- California Class C Driver’s License, validation of driving record for commercial policy insurability per the requirements of the state of California. “REQUIRED”
- If a private vehicle is utilized for company purposes validation of a California Class C Driver’s License, validation of driving record for commercial policy insurability is required in conjunction with proof of personal minimum liability insurance coverage per the requirements of the state of California. “REQUIRED”
- California Class B Driver’s License, validation of driving record for commercial policy insurability per the requirements of the state of California. If you do not currently possess a California Class B Driver’s License you will have 90 days from the effective date of acquiring this position to secure a Class B Driver’s License (REQUIRED)
- Standard multi-media first aid certification. If you do not currently possess a standard multi-media first aid certification, you will have 90 days from the effective date of acquiring this position to secure a multi-media certification. “REQUIRED”
- Pass a post-offer Live Scan (fingerprint/background clearance-Department of Justice) before commencing employment (required to report to a company designated facility). “REQUIRED”
- Reference checks will be conducted. Employment is also contingent upon receipt of acceptable references. “REQUIRED”

WORK SCHEDULE

Monday through Friday, 7:00 a.m. to 3:30 p.m. (a minimum of 40 hours per week)

Also, due to the demands of service, hours and days of work may vary including some overtime, weekends, and earlier or later hours of work.

SALARY AND BENEFITS

- Salary \$38,272-\$60,508.03 annually (reflects entire salary range). A starting salary higher than \$38,272 per year is based on a level of experience and education that significantly exceeds the minimum requirements.
- Medical, Dental, Vision and Retirement Benefits
- Vacation, Sick and Personal Holiday Benefits

INTERNAL CANDIDATE PROCEDURE

Internal applicants must review the Transfers/Promotions guidelines and complete a LA Conservation Corps Transfer/Promotion Career Opportunity Application within three (3) working days of the “Posting Date.” This information can be requested from the Human Resources Department. The internal application should be submitted to Human Resources by the Internal Closing Date or within three (3) working days of the “Posting Date”.

Promotions—Internal candidates will receive a 9% promotional increase or be brought to the minimum of the range, whichever is more. The promotion will impact the employee’s merit review date; it will be adjusted to one year from the date of the promotion. Lateral transfers will result in no increase of salary at the time of the lateral transfer. A lateral transfer will not impact an employee’s merit review date. Transfers to a lower Salary

Career Opportunity



Group will result in no increase or decrease of salary at the time of the transfer. The transfer will not impact an employee's merit review date.

APPLICATION PROCEDURE

Complete an application or send a resume to: LA Conservation Corps/ Attn: Human Resources, Post Office Box 15868, Los Angeles, CA 90015 or Fax: 213.362.7958 or e-mail: jobs@lacorps.org.

If a resume is sent, you will be requested to complete an application at a later date if you are chosen for an interview. Based upon a review of your application and supportive information, applicants will be considered for the interview portion. The interview will cover education and experience requirements.

LA CONSERVATION CORPS
EQUAL OPPORTUNITY EMPLOYER M/F/V/D
WWW.LACORPS.ORG