



Position: Educational Coordinator
Program/Department: Division of Youth Development
Reports to: Program Director
Hours: Full Time Full Time (Mon, Wed, Fri 9am-5pm Tues, Thurs 12pm-8pm)

Position Summary:

Youth Stand United: Employment and Education Program aims to assist youth (16 to 21) with serious emotional disturbances in making a successful transition to adulthood. Services are designed to strengthen families and help youth to develop competencies and skills that promote economic self-sufficiency, self-reliance and personal growth, and include work training and clinical support services. The program aims to improve their academic and employment status through pursuing TASC diplomas and obtaining competitive employment and addressing mental health challenges. Program services include academic enhancement through class work, tutoring, creative arts and cultural activities, internship experiences, job placements, mentoring and job follow up services.

Responsibilities:

- Coordinate of all education related services and opportunities.
- Assess each youth's individual educational needs and is responsible for administering academic aptitude tests, and the coordination of transition plans and IEP's.
- Assist in the enrollment process by conducting monthly placement testing, and provide initial academic assessments for all youth who enter the YSU program.
- Refer youth to ACCESS-VR and arranges for youth to take the TASC (GED) exam at official TASC Test Centers approved by the New York State Education Department.
- Assist youth with college preparation, referrals and resources for post-secondary educational opportunities.
- Provide instruction for students placed in both the Basic Education and Pre-TASC Group, ensuring that students develop academic skills through the implementation of a curriculum that enhances foundational skills using different learning styles.
- Teach the basic fundamentals of reading, writing and math and will ensure that pre and post tests are administered to determine student's readiness to take TASC exam. And will provide input into whether or not the participant advances to the next level.
- Provide counseling when necessary and serve as a positive mentor to students.
- Build and maintain relationships with testing sites to ensure YSU has testing slots consistently.
- Other tasks as may be required.

Qualifications Required:

- Minimum of a Bachelor's Degree in a related field with at least 2 years of experience providing education related services to young adults.
- Ability to teach a range of academic levels in a collaborative, community setting.
- Bilingual Spanish a plus but not required.
- Excellent oral and written communication skills as well as excellent judgement and sensitivity to the needs of participants.
- Must be able to work the following schedule: **Mon, Wed, Fri 9am-5pm and Tues, Thurs 12pm-8pm.**



Brooklyn Community Services

Contact:

Email resume and cover letter to
Candice Abellard, Program Director
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