



**Position:** Training and Workforce Developer  
**Reports to:** Program Coordinator  
**Program:** Turning Point Brooklyn Education Center –Opportunity Youth Program

#### **ABOUT TURNING POINT:**

Turning Point (TPBK) serves as a steppingstone for at potential residents of Brooklyn who have decided to seek ways to improve their everyday lives. Our Education Center opens the door to a better life through high school equivalency testing, college preparation and job readiness. Turning Point Brooklyn’s Education Center offers Adult Basic Education (ABE) classes, High School Equivalency (HSE) classes, and English for Speakers of Other Languages (ESOL) classes, at almost all skill levels. The Education center is also an official HSE test site, the only such test site located within a community-based organization in Brooklyn.

The Opportunity Youth: Supported Work Experience (OY) program provides work-readiness training, counseling, and paid work experience for young people aged 16-24 in New York City who are not in school and not working. The OY program consists of two 14-week cohorts, and will include up to 10 hours of paid work experience weekly for each participant, along with at least 5 hours of unpaid workshops. Programming (both education and work) may take place on the weekends or weekdays based on the needs of the employers and participants. The program model includes case management support and on-site work evaluations.

#### **Responsibilities:**

- *Help to build the next generation of skilled workforce for employers.*
- Conduct outreach to recruit program participants.
- Administers the TASC exam, trainer for Opportunity Youth, IELCE and all internship opportunities for Ed Center students
- Complete intake, assessment and individual service plan at enrollment for participants.
- Develop and implement work readiness workshops at 2 location sites, following DYCD approved work readiness curriculum.
- Keep daily attendance and participation records for workshops.
- Conduct weekly worksite assessments, documenting participant and supervisor challenges and successes.
- Assist youth in maintaining work site placement through identifying obstacles, meeting weekly at worksites and connecting youth with external resources. Reviewing challenges in weekly workshops.
- Provide crisis intervention as needed, including mediation support.
- Assist in carrying out other aspects of the program including planning trips, celebrations, and leadership activities/council.
- Support youth in developing career and educational plans including creating or updating resumes.
- Document all work and keep case notes on all participants on caseload as required.
- Perform other duties as assigned.



**Requirements:**

- Bachelor's degree; Master's preferred. Experience and demonstrated skill in working with youth required. Strong case management and job development experience. Excellent organizational, written, and communication skills.
- Excellent organizational, written, and communication skills. Must have a commitment to work from a strength-based and/or youth development perspective. Willingness to be creative and work as an integral part of a team.

**Contact:** Email cover letter and resume to:

Anthony Rowe, Program Coordinator at: [arowe@tpbk.org](mailto:arowe@tpbk.org)

Khemene Pantin, Youth Division Director at: 128/5 [kpantin@wearebcs.org](mailto:kpantin@wearebcs.org)