



BOYS & GIRLS CLUBS OF THE SAN LUIS VALLEY

POSITION DESCRIPTION

TITLE: Work-Based Learning Coordinator

REPORTS TO: Extended Learning Program Director

WAGE: \$19.00 - \$21.22 30 hrs/wk

STATUS: Grant funded, Full-Time, Non-Exempt

PRIMARY FUNCTION:

The Work-Based Learning (WBL) Coordinator is a strategic role responsible for the end-to-end planning, implementation, and supervision of the organization's career-readiness initiatives. This role bridges the gap between Club members and local industries by facilitating environments that promote employability, financial independence, and professional development.

Areas of Responsibility

- **Annual Planning:** Using BGCSLV guidelines, design and execute an annual program roadmap aligned with grant deliverables, member needs.
- **Grant Compliance:** Ensure all reporting deadlines are met and compile monthly statistical reports detailing activity, attendance, and participation.
- **Service Innovation:** Identify emerging workforce needs in the San Luis Valley to evolve WBL offerings for teen members.

Key External Partnerships

- **Educational Alliances:** Coordinate with all San Luis Valley school districts to strengthen the WBL pipeline for students.
- **CTE Integration:** Collaborate with Action360 and BOCES on training and Career and Technical Education (CTE) programming.
- **Higher Education:** Partner with ASU and TSC to facilitate the Spring EXPO and other career exploration events and workshops.

Essential Job Responsibilities

- **WBL Pipeline Management:** Recruit and identify student candidates for local internships and apprenticeships.

- **Onboarding & Safety:** Facilitate BGCSLV youth worker onboarding and mandatory safety training sessions.
- **Resource Management:** In coordination with site staff, manage program equipment, supplies, and budget recommendations.
- **Network Building:** Maintain a database of stakeholders and corporate partners who provide experiential learning opportunities.
- **Supervision:** Support and check in with interns and direct supervisors regularly to insure valuable internship experience.
- **Workshop Facilitation:** Create, partner, and facilitate life & workforce readiness workshops and career exploration workshops for youth.

6. Supervision & Mentorship

- **Staff Oversight:** In collaboration with Site Directors, monitor the performance of WBL participants, staff, volunteers, and internship placement supervisors.
- **Training Delivery:** Identify and implement ongoing development opportunities for site-based staff and volunteers.
- **Documentation:** Oversee daily participation figures, achievement records, and issue reporting.
- **Supervision:** Help with supervision and program management at No Limit Arcade. Work with both staff and interns to insure growth and development.

7. Minimum Qualifications

- **Education:** High school diploma or GED required.
- **Preferred Background but not required:**
 - Bachelor's or Associate's degree in a child-related field.
 - Prior experience with Work-Based Learning initiatives.
 - Bilingual proficiency in **Spanish**.
- **Technical Skills:** Working knowledge of budget management, recruitment/retention strategies, and strong organizational abilities.

8. Physical Requirements & Logistics

- **Physical Activity:** Ability to sit, stand, or walk for extended periods; ability to lift up to **50 lbs**.
- **Licensing:** Must possess a valid driver's license and clean driving record (may be required to drive a Club van/bus).
- **Background:** Candidates must pass a comprehensive fingerprint database background check.