SkillSource

Job Description

YOUTH CAREER & TRAINING SPECIALIST

POSITION:	Youth Career & Training Specialist
AREA:	Grant and Adams Counties
OFFICE:	309 East Fifth Avenue, Moses Lake, WA 98837
WAGE RANGE:	$24.10 - $32.43 Per Hour
CLASSIFICATION:	Temporary, Part- Time Non-Exempt Employment
IMMEDIATE SUPERVISOR:	Youth Career & Training Manager
	**This is a temporary position from October 2026 to September 2027.

POSITION SUMMARY:

SkillSource is a mission-driven nonprofit organization that helps people build new careers and businesses build strong teams through skills training, education, and employment opportunities. SkillSource partners with local employers to recruit, hire, and train strong teams through a variety of Business Services. The Career & Training Specialist will outreach and engage with a diverse range of business and career seekers within Grant and Adams Counties.

The ideal candidate for this position will have a passion for supporting students with disabilities in preparing for future employment opportunities. This person should possess excellent communication skills to work with diverse groups, including students, families, and employers. They will be flexible and adaptable, creative, and a self-starter, with the ability to work 10 hours per week.

The temporary Youth Career & Training Specialist is responsible for providing meaningful training and other services to students with disabilities. Pre-ETS (Pre-employment Transition Services) is a program funded through the Department of Vocational Rehabilitation (DVR) to provide pre-employment transition services to students. These services include, but are not limited to: building customer relationships, recruiting students with disabilities, determining and verifying eligibility, developing host training positions with local businesses, arranging career exploration activities such as job site tours, job shadows, and informational interviews. Assessing trainee interests and skills, conducting career/vocational counseling, facilitating workshops, and entering and maintaining records in management information systems. Additionally, the temporary youth career & training specialist works with minimal supervision and self direction to complete established goals and objectives.

ESSENTIAL FUNCTIONS

- Contacts and meets with employers to develop training plans, promote SkillSource services, and coordinate host training sites and/or career exploration activities.

- Establishes and maintains working relationships with education institutions, employers, other public agencies and community-based organizations for recruitment and training purposes; Makes multimedia presentations to promote and/or coordinate SkillSource services.

- Recruits youth and promotes SkillSource services; facilitates orientation and communicates SkillSource service information in individual and/or group settings. Refers youth to other resources or services if needed.

- Conducts individual assessment and evaluation of youth's overall employment and academic needs through counseling sessions; assess and identifies training needs and employment barriers and corrects inappropriate behavior.

- Discusses and develops employment and training plans with youth; administers and interprets skill, interest, and aptitude assessments; participates in case staffing.

- Maintains up-to-date customer files that contain eligibility documentation, employability plans, assessments, training activity documents and contracts, evaluations, time sheets/attendance forms and other related information.

- Develops training contracts when appropriate; facilitates supervisor, trainee, and customer orientation and communicates program activity rules and regulations. Collects time sheets and other related documents.

- Researches, plans, organizes and delivers workshops and seminars to youth and employers, selects and/or develops and distributes training aids such as instructional material, handouts, evaluation forms and visual aids; sets-up and operates audiovisual equipment.

- Provides counseling and assistance to youth who have been placed into a training activity. Provides input and implementation strategies for corrective action plans to ensure successful completion of training activities. Travels to training sites for follow up and monitoring purposes.

- Enters and maintains customer data in local management information systems.

NON-ESSENTIAL FUNCTIONS

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Bachelor degree in related field such as training and development, business, marketing, communications, personnel administration, education, psychology, counseling, human resources or other social science field. Or Associate degree (any discipline) and two years providing business development & outreach, marketing, training, case management, counseling, or other direct services to employers or employees and/or experience with youth or adults with disabilities. Or Possess a combination of education and direct job experience that clearly demonstrates the knowledge, skills and abilities to perform the essential duties of the position.
2. Successful completion of a background check is required to have unsupervised access to minors or vulnerable adults.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. The employee is required to be present on a regular, reliable, and routine basis. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the Job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low. Work is performed mostly indoors in an office setting with some travel locally and travel throughout North Central Washington.

EQUIPMENT OPERATED:

Computer, phone, scanner, calculator, projector, copier, and camera

OTHER REQUIREMENTS:

Personal transportation, valid Washington State Driver's License and current automobile insurance.

Completed application and resume required. To apply, complete application and upload resume online at https://www.skillsource.org/employment. **Position open until filled.**

SKILLSOURCE - 240 N. Mission, Wenatchee, WA 98801, 509-663-3091, WA Relay 711

SkillSource is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.