

Job Title: YouthWorks Career Counselor/ Project Based Learning Facilitator

Full Time position; June 2nd – August 29th with a potential contract extension

Hours per week: 35 Hours per week

Pay Rate: \$23.00/hour

Reports to: Youth Services Coordinator at MassHire Berkshire Career Center

Responsibilities:

- Facilitate work readiness Zoom Sessions
- Facilitate in person Work Readiness
- Create and facilitate in-person Project Based Learning activities
- Youth Works Database entry
- Development of Work Based Learning Plan
- Invite speakers and community partners to Youth Zoom meetings
- Other Administrative duties
- Supervise and delegate responsibilities to Peer Leaders as needed
- Other duties as requested
- Worksite visits
- Employer engagement
- Curriculum development

Youth Works Service and Learning Project Based learning.

BTEI., via MassHire Berkshire Career Center is looking for a motivated self-starter with a diverse set of skills and experiences to create a supportive and productive environment for our younger Youth Works participants who are participating in Project Based Learning opportunities!

The Project Based Learning Facilitator will be responsible for 10-20, 14- and 15-year-old YouthWorks participants, which includes developing a 6-week Project Based Learning program. This is in partnership with local employers and community partners. Prior to entering their Project Based Learning Experience at MassHire, participants will complete 15 hours of Work Readiness training. Project Based Learning Opportunities provide youth with a variety of real-world experiences, unique and interactive learning opportunities that are designed to

engage younger YouthWorks participants with hands on activities that foster critical thinking, collaboration, creativity, and problem solving.

The Project Based Facilitator will help participants engage in creative thinking, and develop a meaningful experience. A template will be. The PBL facilitator will have to arrange speakers and coordinate field trips with the group. The PBL facilitator will be responsible for facilitating group projects that are connected to learning experience. At the end of the program, each project will be presented.

Qualifications

- Group facilitation, leading discussions, teaching experience, or working in related field required.
- Experience working with diverse populations.
- Building rapport, managing relationships, and navigating group dynamics.
- Strong understanding of group functions, including norms and stages of development to effectively guide young people.
- Familiarity of various facilitation methods and techniques, such as brainstorming, and understanding the decision-making process.
- Effective problem-solving skills.
- Ability to work independently as well as on a team.
- Able to conduct independent research on specific subject matter regarding nature of each topic to guide discussions and provide relevant information.
- Computer / data entry skills.

To apply:

Please email resume to Kelly Groves-Skrocki, Youth Program Coordinator at kskrocki@masshireberkshirecc.com. Please include Project Based Learning Facilitator in the subject line.