Experiential Learning/Job Placement Coach, part-time hourly wage position #W0227 (*Smithfield Center)

Job Duties:
Working in coordination/collaboration with the Adult Career Coaches, the Job Placement Coach is responsible for providing connections for adult students enrolled in health science careers or other identified occupational/technical programs to experiential learning opportunities such as cooperative education and internships that may be available through the college or other partnering entities in the region’s workforce development system. Additionally, the job placement coach will work individually and in small groups with referred participants to provide services for job preparation and placement including: guidance in the job search process, employability skills coaching, connections with relevant employers, and assistance with preparing for applications, resumes, interviews, and other steps in the job placement process. As needed, the Job Placement Coach will conduct workshops to prepare clients for the worksite and group sessions to reflect on initial workplace experiences. The coach will be expected to build relationships with Human Resources departments or other individuals responsible for hiring so as to effectively connect participants to available jobs. In addition the coach will contribute to the development of Workforce Development programs and certifications that will increase client opportunities for future employment.

Knowledge, Skills & Abilities:
- Ability to assess the skills, needs, interests, and aptitudes of students and provide personalized advice on career and postsecondary options
- Ability to work with the Virginia Employment Commission and develop knowledge of labor market trends and opportunities
- Understanding of the specific needs of area employers for high demand occupations
- Strong interpersonal skills to help engage, provide support, and motivate students, as well as to engage business partners effectively
- Effective problem-solving, coaching, and facilitation skills
- Knowledge of training and coaching strategies effective to strengthen “soft” skills of participants
- Working knowledge of workforce development
- Proficiency in using technology including MS Office, social media – especially Facebook, etc.
- Ability to give dynamic presentations to small and large groups
- Ability to learn BlackBoard learning software and Student Information System software
- Understanding of goal setting, action planning, institutional effectiveness, and implementing action plans

Part-time hourly wage position, $18- $22 an hour depending on qualifications and experience. This position is approximately 25 hours per week with no more than 1,500 hours in 365 days with no benefits.

*Paul D. Camp Community College’s Smithfield Center operates mainly in the afternoons and evening hours. This position will be responsible for meeting students’ needs during these hours.

Required Qualifications:
Minimally required is a baccalaureate degree in a related field such as counseling, health sciences, human resources, social services, adult education, or workforce development. This requirement may be met through a baccalaureate degree and relevant certifications such as the Global Career Development
Facilitator credential or through a baccalaureate degree and several years of work experience. Applicants must possess a current driver’s license and the ability to provide their own transportation. Work experience in coaching, health sciences, counseling or workforce development is preferred.

Application Process:
- Completed and signed Commonwealth of Virginia Employment Application, Resume, unofficial transcripts, three letters of recommendation and cover letter (required)
- Send complete application packets to:
  - Paul D. Camp Community College
  - Human Resources
  - PO Box 737
  - Franklin, Virginia 23851-2422
- Open until filled