



## **Job Description**

**Job Title:** Career Café Specialist  
**Position Code:** 4N60 / DN60  
**Job Classification:** Non Exempt

**Supervisor:** Supervisor of School Counseling  
**Pay Grade:** 27  
**Days in Contract:** 245 days

### **Job Summary**

Specialist assists students aged 14-21 in awareness, exploration, and preparation for career opportunities. The mission of the Youth Career Café is to prepare youth for the workplace. The Specialist manages and coordinates the daily activities at the Youth Career Café at Patrick Henry Mall. The Career Café Specialist collaborates with, and serves as a liaison, for schools, colleges, businesses, and community organizations.

### **Essential Duties**

1. Coordinates and plans programs, activities and outreach and supervises daily operations of the Youth Career Café.
2. Establishes and maintains partnerships with youth, schools and businesses and community organizations.
3. Schedules use of facility for various programs and participants.
4. Recruits, interviews, and trains staff and volunteers.
5. Provides consistent and ongoing feedback and data to support program outcomes.
6. Works with small groups, individuals and at-risk populations to develop career plans and appropriate workplace readiness curriculum for youth participants.
7. Conducts presentations on a variety of career related topics.

### **Other Duties**

1. Performs any other related duties as assigned by the supervisor of school counseling or other appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Requires any combination of education and experience equivalent to a Bachelor's Degree and some experience in planning, implementing, and coordinating programs, events and volunteers. Must have Experience working with diverse populations. Experience working with youth programs preferred. Must possess knowledge of youth development assets and have the ability to assess program outcome. Must be proficient in Microsoft Word, Access and Power Point and demonstrate excellent written and verbal communications skills.

### **Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels and on the telephone; speak in audible tones so that others may understand clearly during presentations or in normal classrooms; physical agility to lift up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school, classroom, or business environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Supervisor of School Counseling

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor School of Counseling will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor School Counseling or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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