



# NORTH CENTRAL WISCONSIN WORKFORCE DEVELOPMENT BOARD

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2017

## LifeWork\$ Summer Employment Program Limited Term Employment

**JOB TITLE:** LifeWork\$ Teacher

**DEPARTMENT:** Workforce Services

**SUPERVISOR:** LifeWork\$ Coordinator

North Central Wisconsin Workforce Development Board (NCWWDB) is a public/private partnership between government and business that plans, administers and coordinates employment and training programs in the nine counties of Adams, Forest, Langlade, Lincoln, Marathon, Oneida, Portage, Vilas, and Wood. Our purpose is to provide policy, planning, oversight and funding for local workforce development programs and address workforce issues as they emerge within the region.

### **GENERAL JOB DESCRIPTION:**

The LifeWork\$ Teacher will provide instruction and oversight for an employment skills and work experience program for in-school youth enrolled with the Division of Vocational Rehabilitation (DVR). The summer program will provide DVR youth with valuable skills that will develop the foundation needed for successful employment through a two-week employability and independent skills course, followed by a four to six week temporary work experience. Anticipated classrooms located in Rhinelander, Antigo, Wausau, Stevens Point, Marshfield, Wisconsin Rapids and Adams.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

Strong organizational skills are needed to implement a summer youth program. Candidates must be qualified to provide direct services to youth with disabilities. Candidates must understand the employability skill needs of youth with disabilities, while operating within the parameters of the Division of Vocational Rehabilitation. Responsibilities include coordinating and teaching a two-week class, while supervising one staff in the classroom. Guidance and oversight is also required during the temporary work experience portion of the program. Candidate must be willing to provide on-site skills training, as needed during the work experience portion of the program. Strong oral and written communication skills are essential.

### **MINOR DUTIES AND RESPONSIBILITIES**

Data entry of key information for accounting and reporting purposes. Ability to supervise and provide guidance to a Youth Advocate (classroom assistant).

## **QUALIFICATIONS FOR THE JOB**

*Education: Bachelor Degree preferred.* Must be qualified to provide direct services to youth.

*Experience:* Knowledge and experience teaching youth with disabilities. Knowledge of the soft skills needed for successful employment, and basic labor market information in the area. Strong organizational and oral/written communication skills required. Transportation required to the classroom location (to be determined). Ability to use Microsoft Word and Excel required.

## **KEY COMPETENCIES**

Understanding the needs of youth with disabilities

Analytical Skills

Communication Skills (Oral and Written)

Organizational Skills

Ability to supervise one staff

Computer Skills (Microsoft Word and Excel)

## **PAY**

The Teacher will be paid \$19.00 per hour, with eligibility for an incentive up to \$300 based on project completion. Mileage reimbursement is provided per NCWWDB policy. There are no fringe benefits attached to this limited term employment.

## **HOURS**

The LifeWork\$ Teacher must be available for program orientation and classroom instruction June 12 through June 30, 2017. Additional time is required to assist with worksite placements, reporting and on-site skills training, as necessary. On-site skills training is based on student need and prior approval from DVR.

### Example of 2017 Summer schedule:

Week of June 12 – Program orientation & training (up to 32 hours)\*

Week of June 19 – Classroom and worksite development (up to 40 hours)\*

Week of June 26 – Classroom and worksite development (up to 40 hours)\*

July 5 to July 7 – Classroom reports and worksite development (up to 24 hours)\*

Week of July 10 – Assist with worksite monitoring and on-site skills training (up to 40 hours)

July 17 to August 10 – Assist with worksite monitoring and on-site skills training (up to 20 hours per week)

August 11 – End of summer celebration (up to 6 hours)\*

Week of August 14 – End of program reporting (up to 12 hours)\*

\*Additional hours beyond what is listed will require prior approval from LifeWork\$ Coordinator.

Resume and cover letter can be submitted to Jane Spencer, North Central Wisconsin Workforce Development Board via email at [jspencer@ncwwdb.org](mailto:jspencer@ncwwdb.org).

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