



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Career Pathways Coordinator

EXEMPTION STATUS: Exempt

JOB CATEGORY: Professional

BARGAINING UNIT: Non-Supervisor

GENERAL SUMMARY:

Under the general supervision of the Teen Services Department Head, the Career Pathways Coordinator spearheads the implementation of the Career Pathways Program, providing youth aged 15-19 with tailored technology and work readiness training. The Career Pathways Coordinator develops and delivers curricula to equip participants with essential skills and career guidance, fostering their transition to promising opportunities in technology-related industries. Provides personalized support, facilitates skill development, and promotes informal learning among participants through innovative methods such as project-based and interest-driven approaches.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Implements the Career Pathways Program:
 - a. Trains, coaches, and supports youth as they develop key work readiness and technology skills to prepare them for future careers.
 - b. Collaborates with existing Teen Services staff, library staff, and community partners.
 - c. Assists with recruitment of youth, ages 15-19. Manages an active caseload of 10+ youth participants through relationship building, goal setting and group engagement.
 - d. Plans and implements short- and long-term workshops given on a weekly basis, designed to build knowledge and skills for workforce readiness and technology.
 - e. Provides personalized guidance to youth, navigating post-secondary systems and offering support for standardized test preparation, college applications, essays, FAFSA completion, ASVAB, while also exploring diverse career pathways and certifications beyond traditional academia.

- f. Maintains accurate participant records throughout all stages of the program using the current database or creating new tracking tools.
 - g. Maintains a welcoming, safe, and efficient learning environment.
 - h. Researches and develops innovative programs and activities.
 - i. Prepares program reports and supports grant writing for the next Career Pathways Program year.
 - j. Obtains paid internships for program participants by coordinating with local businesses.
2. Maintains the Career Pathways Center and assists with the maintenance of MakerSpace, DIY, and STEAM-related materials, equipment, and technology.
- a. Performs functions in the operation of materials and equipment, including setup, troubleshooting, updating, and maintaining hardware, software, and other related equipment.
 - b. Assists with inventory control and routine maintenance checks.
 - c. Provides recommendations for applicable equipment, tools, and supplies.
 - d. Utilizes a wide variety of electronic devices.
 - e. Develops, implements, and promotes College/Career readiness services, programs, activities, and events.
 - f. Builds and implements project-based learning strategies and programs with a college/career readiness focus.
 - g. Works in tandem with the Maker Specialist.
3. Provides community outreach to a diverse group of youth/teens, parents, teachers, and community members.
4. Stays abreast of new trends and innovations in the field of college and career preparation, youth technical services and programs.
- a. Attends meetings, training sessions, and participates in sharing ideas and issues in support of collaborative projects across networks.
 - b. Assists with special projects and participates in committee work, as needed.

5. Provides reference and other services to library customers by searching files, the collection, and automated library systems to locate requested information or materials.
6. Maintains compliance with Library District and branch-specific policies and procedures and effectively explains these to customers and staff.
7. Participates in monthly online or phone meetings with other Coordinators and staff.
8. Operates library and general office equipment including copy machine, scanning services, print stations, telephone, and fax machine.
9. Promotes and supports the overall mission of the Library District.

CORE COMPETENCIES:

- Customer Service
- Project Management
- Youth Learning Principles and Applications

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **EDUCATION:**

Required: Bachelors' degree in Education or a Social Science.

Preferred: N/A

- **EXPERIENCE:**

Required: Two (2) years' experience working with adolescent youth, preferably in underserved neighborhoods with at least one (1) year experience facilitating college/career prep or youth employment.

Preferred: Three (3) years' experience working with adolescent youth, preferably in underserved neighborhoods with at least two (2) years' experience facilitating college/career prep or youth employment.

- **LICENSE AND CERTIFICATION:**

Required: Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

- **PHYSICAL REQUIREMENTS:** Work is primarily performed in a classroom/office setting. Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as books or files. Although work is performed in an office setting, a limited amount of walking or standing is often necessary to carry out job duties.

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of positive youth development and the ability to respond with developmentally appropriate approaches, engagement, and interventions.
- Knowledge of various MakerSpace hardware, software, and equipment including but not limited to Photoshop, ProTools, video/audio production, coding, green screen technology, robotics, 3D modeling and printing, virtual reality content creation, video cameras with accompanying accessories, and STEAM-related gadgets (Arduino microcontrollers, Raspberry Pi, etc.).
- Ability to maintain effective interpersonal relationships.
- Ability to communicate with a wide variety of external and internal customers including Public and Persuasive Speaking.
- Ability to travel as required.

DEVELOPED: February 29, 2024