

**Family Services Teen Resource Activity Center- Beacon Youth Employment Program-
Staff List**

Youth Services Coordinator (full time): Jessica Wallach

Supervised by Joan Crawford. 9% devoted to TRAC-Beacon

Responsibilities: Under the direction of the Deputy Executive Director, coordinates and supervises assigned program activities in accordance with agency policies and procedures; supervises direct service staff; and develops program initiatives to increase the capacity of the agency to fulfill its mission.

Youth Development Specialist (part time – 20 hours per week): TBD(\$5,200 salary & fringe)

Supervised by Youth Services Coordinator. 100% devoted to TRAC-Beacon

Responsibilities: Provide direct service employment opportunities for the personal and social development of youth. Schedules and assists in orientation/work readiness training delivery to clients. Coordinate training workshops for the program, recruiting presenters and scheduling space. Acts as a liaison to program partners to place and oversee youth employment. Act as a mentor, counselor, and positive role model for youth. Administer program activities as delegated by the Youth Services Coordinator.

Youth Employees (part time – seasonal/temporary): TBD

Supervised by TRAC Youth Development Specialists. 100% devoted to TRAC.

Responsibilities: Participants are matched with employers based on their interests. Job descriptions are developed in conjunction with offsite supervisors and progress toward identified goals are monitored weekly.