**Class Summary**

The responsibilities of this classification include recruiting young people for specific programs and services. This classification is designed to engage at risk youth in our community with opportunities to support other young people with their education and training goals. This works includes working as a team with other young people to conduct outreach, community presentations, and data collection.

**Distinguishing Characteristics**

This is the third level in a three level classification series. Incumbents in this classification perform entry-level duties in a training capacity under general supervision. This classification is distinguished from the Work Experience (WEX) Participant I and II in that incumbents at this level have at least one year of work experience, have a GED or a high school diploma, and their barriers to employment are low or have been addressed.

Incumbents in this classification are limited to at risk youth who are accepted into the WEX program by Employment and Education Resources (EER), Department of Community and Human Services (DCHS).

**Examples of Duties**

1. Serve as a Peer Connector in the community, recruiting at risk youth with barriers to success in employment into the WEX program or other programs what will help them meet their education and/or employment goals.
2. Compile information and enter data into the EER database.
3. Learn about all the various community programs and assist young people in selecting the program to best meet their needs.
4. Deliver presentations, as needed.
5. Perform other duties as assigned.

**Knowledge/Skills**

Ability to communicate effectively, in person and in writing

Ability to speak in public, in groups, and with fellow young people

Basic work skills

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

**Education and Experience Requirements**

GED or high school diploma, enrollment in a community or technical college, and one year of work experience

**Licensing, Certification and Other Requirements**

N/A

|  |  |
| --- | --- |
| **FLSA Designation** | Non-Exempt  |
| **Service Status** | Short Term Temporary  |
| **EEO Code** | 6 |
| **Levels within same series** | Work Experience Participant IWork Experience Participant IIWork Experience Participant III |
| **Class History** | 07/2016 - Created |