

## POSITION DESCRIPTION

**TITLE:** CAREER EXPLORATION COORDINATOR  
**REPORTS TO:** Central Minnesota Scouting, Executive Director  
**PROGRAM PARTNERS:** EPIC (GSDC-Greater St. Cloud Dev. Corp.) UW-PFFS (United Way-Partner for Student Success)  
**LOCATION:** Greater St. Cloud Area  
**START DATE:** immediately  
**COMPENSATION:** Full-time - \$45,000 – 50,000 (based upon experience)/benefits/travel/cell phone

### JOB SUMMARY:

Responsible for the coordination of the delivery of the BSA's Career Exploration workforce readiness program for youth 14-20 years old in greater St. Cloud metro area, with emphasis placed upon partnerships identified to maximize the EPIC experience! The goal of the **CAREER EXPLORING PROGRAM** is to bridge the gap between education and industry for youth while contributing to the fulfillment of the economic and workforce needs in our region. Success will be defined by strong and productive relationships with schools and businesses that allow for the development and promotion of post-EPIC Career Posts that provide up to 4-6 hands-on follow up experiences at businesses throughout our community.

### ESSENTIAL FUNCTIONS:

- Responsible for approaching, recruiting, and engaging like-minded businesses to serve as the hosts for a **CAREER POST**, focused on a specific industry, i.e. manufacturing, health care, animal science, photography, automotive care, construction, audio visual, IT, etc.
- First year – target goal, is a minimum ten (10) commitments from businesses or community organizations to sponsor Posts. Then assist them in identifying one employee to take the on-line training and work with the other businesses to coordinate dates/times for their POST's 6 sessions.
- Attend the POSTS first sessions to assist in educating parents/guardians on the program and support the volunteers coordinating the activity that night.
- Promote the new **CAREER EXPLORING POSTS** opportunities to area High School guidance counselors to ensure that youth in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade are all given the opportunity to participate.
- In partnership with EPIC, enhance current website options (both Central Minnesota's and the EPIC site) with abilities to allow EPIC participants to individually self-select for a follow up meeting at their business/organization of interest.
- Work with area businesses and colleges to secure (\$500 - \$1,000) scholarship opportunities, to be randomly drawn among the students that participate in 90% of their POSTS activities.
- Develop plans to remove any barriers of participation for students, i.e. transportation, etc.
- Participate in our business partner's (**EPIC** - Explore Potential Interests & Careers – GSDC program) monthly/quarterly meetings to promote the Career Exploring Program.
- Serve as the **CAREER EXPLORING PROGRAM'S** marketing, sales and customer service representative to school officials, students and families, business leaders and government officials, and other stakeholders.
- Develop a robust volunteer committee as described in organizational charts. Organizing and working with those active at the highest levels of leadership in a variety of circles is critical
- Ensure adherence to Central Minnesota Council's and BSA's Learning for Life/Exploring policies, standards, and procedures in all activities.

### REQUIREMENTS:

- Bachelor's degree or relevant work experience in sales, education, marketing or communications.  
Send resumes and questions to [Melissa.stricherz@scouting.org](mailto:Melissa.stricherz@scouting.org), application process closes 12.15.2022.