



SJCOE
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Job Description

POSITION TITLE: Project Leader I, Corpsmember Development #6363
Greater Valley Conservation Corps (GVCC)
County Operated Schools and Programs (COSP)

SALARY PLACEMENT: Management Salary Schedule
Range 5

SUMMARY OF POSITION:

Under the direction of the Division Director the Project Leader I, will provide education and oversight to Greater Valley Conservation Corps (GVCC) Corps to Career employment services for Stockton and Sonora which includes but not limited to GVCC corpsmembers, who are transitioning into a career, post-secondary education/training. Responsibilities include recruitment and eligibility, onboarding, employee mediation, incident reporting, supervising GVCC corps to career liaison's CCC Certification manual, social media and marketing, case management, assessment, tutoring, workshops, event planning and facilitation, curriculum development, work-readiness training, guidance, and job placement assistance, follow up, record-keeping and grant reporting. The Project Leader I will also participate in SJCOE workforce development steering committee and attend COSP leadership meetings, CALCC affinity working groups and other committees as assigned.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

High school diploma or equivalent. Possess an Associate's Degree. May be substituted by experience of a closely related nature. One year of general business training, two years of supervisory experience or two years of experience working in a career development, education, or training field.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Previous experience working with a Conservation Corps. Knowledge of writing and evaluating career development curriculum, marketing career development programs, ability to use a laptop computer and the internet; public speaking, above average writing skills, and the ability to facilitate workshops and teach small and large groups career development curriculum. Knowledge of industry/education partnerships, employment related agencies, school district programs, and any special projects that relate education and training to employment. Previous experience working with youth or young adults as a career developer, career center technician, career coach, or case manager in a career development or educational setting. Previous experience working with youth from disadvantaged communities.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software

Ability to:

- demonstrate a high level of professionalism and work ethic to effectively interact with and assist individuals (internal and external) from diverse cultural, socioeconomic, disability, incarceration, and ethnic backgrounds
- carry out duties required by grant and maintain client records and confidentiality
- develop rapport with youth and young adults, their parents, the public, and agencies
- work flexible hours, including evenings and weekends as needed
- work closely with a team; effectively communicate with peers and supervisor and contribute to group efforts in order to meet performance measures
- process paperwork, data entry, and corpsmember case notes using correct written and grammar skills

- operate a computer

Possess:

- a valid California Driver's License and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties at sites throughout GVCC coverage area's (mileage reimbursement allowance provided based on availability of grant funds).

DISTINGUISHING CHARACTERISTICS:

The Project Leader series represents management-level positions and has three levels.

ESSENTIAL FUNCTIONS:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate in, coordinate, and/or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Recruit, screen, and enroll eligible youth to join GVCC's Nature Based Solutions, Prop 4 Forestry Corps SFPUC, Cal Volunteers, and other GVCC programs when applicable.
14. Provide individual case management to a caseload of up to youth throughout GVCC's Corps to Career programs and coverage areas.
15. Provide mentoring for the purpose of developing each youth's skills and ensuring success in program.
16. Administer and interpret assessment tests to determine and identify aptitude, interest, and basic skills related to short and long-term education and employment goals.
17. Assist corpsmembers with development of an individualized program plan, which identifies education and employment needs. Meet with each corpsmember a minimum of once a month or in a group setting to assist with execution of their Corps-to-Career plan.
18. Set up to three program goals (work readiness, basic skills, and occupational skills) for each corpsmember enrolled. Provide remediation in areas of deficiency. Guide corpsmember towards attainment through individualized instruction and referral to appropriate workshops.
19. Serve as a liaison for all GVCC programs and employment agencies.
20. Refer corpsmembers to appropriate services and track progress.
21. Liaison between Stockton and Sonora for any disciplinary action and HR concerns.
22. Member of SJCOE Workforce Development Steering Committee.
23. Attend COSP Leadership meetings as assigned.
24. Serve on CALCC Affinity Committees as assigned.
25. Prepare monthly quarterly reports for grants as assigned.
26. Assist corpsmembers with enrolling in school, post-secondary education and assist in securing meaningful, permanent employment.
27. Assist youth with basic needs in order to be successful in employment and/or education, housing, food, transportation, etc.
28. Develop and present work readiness and education assistance workshops to include employability skills, career preparedness, college skills, Corps-to-Career, and life skills.
29. Plan and lead tours and events if applicable.
30. Present at school sites and to community service organizations, for recruitment and job placement opportunities.
31. Maintain accurate records to reflect needs, goals, and current progress for each corpsmember. Utilize online case management system (Corpsnet).
32. Develop and execute post-secondary and employment transition plans for each client.
33. Attend weekly team meetings and monthly program meetings.

34. Process GVCC corpsmembers files for exit.
35. Provide follow-up for one year after exit and prepare archive files each quarter.
36. Assist with employee mediation.
37. Assist with employee onboarding.
38. Serve as main point of contact for all social media and marketing.
39. Accurately complete case management reports for program Coordinator as needed.
40. Perform related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 50 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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