

**Department of Human Resources**  
Carroll County Government  
225 North Center Street, Room 100  
Westminster, Maryland 21157  
410-386-2129



Currently accepting applications for:  
**Youth Program Specialist**  
**Department of Economic Development**

An Equal Opportunity Employer

**Youth Program Specialist – Department of Economic Development, Business/Employment Resource Center**

\$19.04 hourly (Grade G09), 25 hours per week, *part-time contingent position\**

Hours are typically Monday through Friday from 9:00 am – 2:30 pm

**Apply by 5:00 pm on Monday, October 18, 2021**

The Business/Employment Resource Center (BERC) is seeking an energetic, customer service minded individual to join our team as Youth Program Specialist. The Youth Program assists young people, ages 14-24, who face significant barriers by providing training and employment opportunities.

As the Youth Program Specialist, you will provide direct service to youth customers including intake, assessment, job search assistance, case consultations, referral and crisis intervention. You will provide services by implementing an Individual Service Strategy, providing career and educational guidance, career planning and placement services. The Specialist will assist the Youth Program Coordinator with program delivery and development with primary focus on all aspects of the Governor's Summer Youth Program and Paid Work Experience (internships) including site development, clerical support, business liaison and mentoring.

An ideal candidate will have good problem-solving skills, be proficient in Microsoft Office Suite and familiar with social media platforms and will enjoy helping youth customers set and reach training and employment goals.

See next page for the full job description.

**Qualifications:**

1. Bachelor's degree in Human Services, Social Science, Psychology, or related field
2. Two years' experience in case management and adult education, vocational training, or human resources development\*
3. Obtain Youth Worker certification within one year of employment
4. Valid driver's license
5. Requires a criminal background check as condition of employment

*\*A comparable amount of training and experience may be substituted for the minimum qualifications*

**Benefits of working for Carroll County Government:**

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)\*\*
- ✓ Low-cost dental insurance\*\*
- ✓ 12 paid holidays

*\*Contingent employees are hired under an employment contract which includes paid time off and an additional 3% salary contribution for retirement. \*\*Part-time employees are eligible for employee only coverage.*

**How to apply:**

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted 9/27/2021  
(22-50)

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.