

### **Work-Based Learning (WBL) Program Coordinator**

Reports To: Principal

#### **Job Summary:**

The Work-Based Learning Program Coordinator supports students by coordinating, monitoring, and evaluating off-site job placements. This role involves building partnerships with local employers, conducting site visits, and ensuring students gain meaningful, safe work experience.

#### **Key Responsibilities:**

- Identify and establish partnerships with local businesses to secure student job placements.
- Conduct regular site visits to monitor student progress, safety, and employer satisfaction.
- Serve as a liaison between students, parents, employers, and school staff.
- Assist students with job applications, resume writing, interview preparation, and workplace skills.
- Track student attendance, hours worked, and performance outcomes.
- Address and resolve any issues related to student placements.
- Maintain accurate records and prepare reports on program effectiveness.
- Promote the WBL program to students, families, and community stakeholders.
- Other duties as assigned.

#### **Qualifications:**

- Must pass a background check.
- Experience coordinating internships, apprenticeships, or work-based learning programs preferred.
- PTSB permit required for WBL.
- Strong organizational, communication, and interpersonal skills.
- Clean driving record.
- Ability to travel locally for site visits.
- Commitment to student career development and success.

#### **Working Conditions:**

- Office environment with frequent travel to off-site job locations.
- Flexible schedule to accommodate employer and student needs.