

**Disability Network/Lakeshore  
442 Century Lane  
Holland, Michigan 49423**

**Position Description**

Contracted (20 – 22 hours per week for 6 weeks) Hourly – Non-exempt

**Title:** Job Coach  
**Reports to:** DNL Director of Community Development and Lead Transition Specialist  
**Rate of pay:** \$25/hr. with a \$250 bonus at the end  
**Number of openings:** 1

**Objective:** To provide job mentoring and oversight of high school students participating in a community-based work experience program. This program is designed to offer students with various disabilities the chance to develop real-world employment skills. Mentoring will begin in late June and end early August. This position is in Allegan County and is perfect for education and social work majors.

**ESSENTIAL FUNCTIONS:**

- Provide instruction to and oversight of student’s assigned tasks, independent of designated company personnel
- Provide supervision of students; this includes during breaks
- Instruct students on the importance of developing a positive work ethic and adhering to employer expectations
- Assist students as needed with instructional and/or debriefing activities
- Complete daily progress reports for each student
- Other duties as assigned

**QUALIFICATIONS:**

- Must be 20+ years old
- Experience working with individuals who have disabilities (physical or hidden)
- Ability to become familiar with a given companies layout in a short time frame
- Ability to learn general work site policies and procedures
- Excellent written and verbal communication skills
- Dependable transportation
- Excellent interpersonal skills and enjoy working with teens
- Ability to manage multiple responsibilities and prioritize work effectively
- Personal experience with a disability is considered an asset

**To apply**

If you would like to apply for this position, please contact Stacey Trowbridge, Disability Network Lakeshore [stacey@dnlakeshore.org](mailto:stacey@dnlakeshore.org)

*Equal Opportunity Employer*