

Virgin Islands Housing Authority

St. Thomas

#402 Anna's Retreat
P.O Box 7668
St. Thomas, VI 00801
Telephone: 340-777-8442
Fax: 340-775-0832
Email: exec@vihousing.org



St. Croix

#5 Estate Bethlehem
P.O Box 1349, Kingshill
St. Croix, VI 00851
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YOUTHBUILD U.S. VIRGIN ISLANDS PROGRAM VACANCY ANNOUNCEMENT FOR GED LANGUAGE ARTS/SOCIAL STUDIES INSTRUCTOR (St. Croix District)

The Virgin Islands Housing Authority's Department of Public Relations/Resident Services, is seeking a qualified GED Language Arts/Social Studies Instructor for the St. Thomas/St. John District YouthBuild U.S. Virgin Islands Program.

YouthBuild is a 52 week federally funded multi-strategy youth and community development program that offers opportunities for unemployed, out of school or unskilled young adults ages 16-24, to earn their GED, acquire job skills and learn construction trades through classroom and on-site construction training. Classroom instruction and training is held Monday through Friday from 8:30 a.m. to 3:30 p.m. The program is conducted at two instructional sites territorially; Oswald Harris Court Housing Community in St. Thomas and John F. Kennedy Housing Community in St. Croix.

RESPONSIBILITIES:

- Ability to instruct and conduct required courses (Language Arts and Social Studies) in General Education Development (GED) program for young adults between the ages of 16-24. Prepare participants for Pre-GED and GED exams.
- Administer placement testing of participants to determine their functional level and place participants in the appropriate skill level.
- Develop individualized learning contract and lesson plans for each trainee, and assess trainee's academic progress by reviewing and updating plans regularly.
- Provide weekly reports on the progress of the participants.
- Enforce YouthBuild attendance policies and procedures consistently.



QUALIFICATIONS:

- Bachelor's degree in education from an accredited University or College, and experience in implementing a comprehensive curriculum for the GED Preparation Program.
- Strong commitment to helping young people succeed in an innovative training program, to reorient their lives, nurture their leadership skills and enable them to make a difference in their community
- Must be computer literate.
- Excellent oral and written communication skills

Interested and qualified individuals must submit a cover letter stating interest, resume, police record as well as three (3) letters of recommendations in a sealed envelope to:

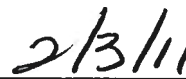
**Marilyn Miller
Interim Procurement Director
Procurement Department
Virgin Islands Housing Authority
P.O. Box 7668
St. Thomas, V. I. 00801**

This vacancy will remain open until filled.

If additional information is required, please contact Ms. Carla Joseph, YouthBuild Program Manager at (340) 714-2102.



**Robert Graham, CPM
Executive Director**



Date

