



JOB DESCRIPTION FORM

RFP# WIOA-YOUNG ADULT – 2-1-2021

Please complete this form for each Position/Job Classification at your organizations that will provide or support WIOA Young Adult Services as described in your proposal - including funded in full, in part, or not at all, by WIOA funds through this subaward.

- 1. Position/job title and # in position:**
- 2. Describe actual job duties or tasks to be performed in relation to Young Adult Services:**
- 3. Describe the education, experience, and qualifications of the employee(s) who will perform the above job duties, whether this is a current employee(s) or will be hired:**
- 4. How much anticipated time will this position/employee(s) provide WIOA-funded services?**
Hours per day:
Hours per week:
- 5. How much anticipated time will this position/employee(s) provide WIOA-funded services to:**
Young Adults:
Others:
- 6. Name of this position's immediate Supervisor (please indicate if the Supervisor position is vacant):**
- 7. Will the employee(s) assigned to this position also work in other sections/departments within the organization?**

Yes No

If yes, please describe: