

YOUTH PROGRAM COORDINATOR
JOB DESCRIPTION

Department: Office on Youth and Human Services

Reports to: Director of Office on Youth and Human Services

Overview: Performs work of moderate difficulty by planning, coordinating and implementing various youth programs both in schools and the community.

ESSENTIAL DUTIES

- Provides leadership and staff to support various designated youth groups and program.
- **Works with juvenile Intake Officer and Court to supervise and provide work experience for youth assigned community service hours.**
- Recruits and trains staff and volunteers.
- Provides on-going monitoring and supervision to part-time staff and volunteers within programs.
- Collaborates with community stakeholders to plan and promote youth involvement in their communities through access to positive engagement opportunities.
- Provides leadership for prevention, **diversion, and programs** ~~educational resources~~ in support of youth.
- Develops and implements special programs under the supervision of the director as needed to meet youth and family needs.
- Prepares necessary needs assessments, monthly reports, and newsletters to promote and inform the community of youth engagement activities.

- **Develops community service opportunities and experiences for youth.**
- Provides regular and on-going progress reports to parents, teachers, principals, and guidance counselors regarding students.
- Develops newsletters, flyers, and news releases for the office and programs.
- Serves on assigned teams, tasks forces, boards and committees that are aligned with prevention and development of resources for youth and families.
- Addresses public inquiries.
- Other duties as assigned.

NEW PAY GRADE: General – 14

FLSA DESIGNATION: Non-Exempt

CLASS SPECIFICATION

Education & Directly Applicable Experience

Two years of college or Associate's Degree and five to seven years directly related experience or

A Bachelor's Degree and three to less than five years directly related experience.

A Master's Degree with at least two years directly related experience.

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Experience in youth development, prevention and training in non-profit, government or youth services organizations desirable.

Supervisory Controls

The work is performed very independently; the supervisor makes assignments by defining objectives, priorities and deadlines, and assists the employee with unusual situations which do not have a precedent.

The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the job.

Supervision Given

This position supervises Part-time/Temporary/Seasonal staff and volunteers.

Guidelines

Procedures for doing the work have been established and a number of specific guidelines are available. These guidelines may be in the form of laws, regulations, statutes, commonly accepted operational principles, user's manuals, or any other sources from which direction or assistance may be inferred. The employee uses judgment in locating and selecting the most appropriate guidelines, references and procedures for application and may make minor deviations to adapt the guidelines in specific cases or determine which of several established alternatives to use.

Complexity

The work typically includes varied duties requiring many different and unrelated processes and methods. Decisions involve the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data.

The work requires many decisions concerning such things as the interpretation of large amounts of data, planning of the work, or refining the methods and techniques to be used.

Scope and Effect

The work product or service affects a wide range of organizational activities and/or the physical well-being of a number of persons.

Youth Program Coordinator

Personal Contacts

The majority of personal contacts are with individuals or groups from outside the organization in a moderately unstructured setting or involve attempts to enforce ordinances, regulations, or rules where conflict or diverse interpretations may result.

Purpose of Contacts

The purpose is to plan, coordinate, or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

Physical Demands

The work is generally performed in an office environment. Typically, the employee may sit to do the work. However, there may be some walking, standing, stooping, carrying of light items such as papers, books, or small parts, or driving an automobile. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions. Use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals are minimally required.