

## SACRAMENTO COUNTY OFFICE OF EDUCATION

**CLASSIFICATION TITLE:** Coordinator, Youth Development Programs

### **DEFINITION**

Under general direction, plans, organizes, promotes, monitors and coordinates youth development programs, activities and grants, including Friday Night Live (FNL), Club Live (CL) and FNL Mentoring, and other youth development programs as assigned; establishes and maintains effective collaborative relationships and serves as liaison to program personnel in schools, districts, county offices of education, and other local and state agencies and groups.

### **DIRECTLY RESPONSIBLE TO**

Director II, Prevention & Student Services

### **SUPERVISION OVER**

Professional, technical and clerical staff as assigned

**DUTIES AND RESPONSIBILITIES** (This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

Plans, coordinates, implements and monitors FNL/CL/FNL Mentoring program activities and services; provides leadership, guidance and training for program staff and for local and statewide program partners; develops and presents training modules using technology products including video and computer projection; assists director in securing grants or other funding to ensure adequate and appropriate fiscal support for programs; coordinates with other youth development and drug/alcohol prevention programs and agencies at the local and state levels; serves as liaison between local program and the State FNL Partnership and State Department of Alcohol and Drug Programs; supervises the day-to-day activities of program staff and school teams; coordinates staff to design and present school-based and countywide events for youth and adults; develops, implements, and delivers professional development opportunities for program staff and school-based advisors, administrators and others; assists in policy development; establishes and monitors formal program evaluation procedures; monitors program fiscal activity; reviews, prepares and submits program reports; ensures program activities and services meet the program quality standards of FNL programs and the Sacramento County Office of Education.

### **MINIMUM QUALIFICATIONS**

#### **Education, Training and Experience**

Any combination of education, training and experience equivalent to a bachelor's degree; professional training in teaching, social work, counseling, prevention education, or youth development preferred; extensive experience in youth development, prevention education, or related programs sponsored by education, government agencies, or community-based organizations; experience in the development, implementation and evaluation of successful programs, including preparing applications for funding, conducting workshops, and working with multi-agency planning teams; demonstrated successful experience supervising staff.

#### **Knowledge of:**

Youth development research and strategies; current drug, alcohol, and tobacco-use prevention education, research, programs, strategies, and principles of effectiveness; FNL/CL/FNL Mentoring programs; standard software applications; local and statewide educational and youth development organizations.

#### **Skill and Ability to:**

Establish and maintain effective collaborative relationships with local school and community partners, as well as local and state policymakers; interpersonal skills to organize and work cooperatively and effectively with individuals and groups; ability to transmit knowledge and skills to other staff, youth and adults; skills to develop measurable goals and objectives, set priorities, and evaluate progress; ability to write and edit publications for internal and external distribution; ability to learn new technology and adapt to change; ability to conduct oral presentations utilizing audio visual equipment and presentation software.

Other Characteristics

Possession of a valid California driver's license; willingness to travel within the state as required.

Revisions approved by Personnel Commission 4/13/2010

Approved by Personnel Commission 8/17/04