

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Project Assistant I, Youth Development Programs

DEFINITION

Under direction, performs a variety of supportive functions working with students, teachers, chapter advisors and community agencies to implement youth development programs offered by the Prevention & Student Services (PASS) Department, including Friday Night Live Mentoring, Friday Night Live and Club Live (FNL/CL).

DIRECTLY RESPONSIBLE TO

Director II, Prevention and Student Services

SUPERVISION OVER

None

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

Program Support

Promotes student participation in school site and county wide meetings and leadership conferences which encourage youth to choose to be drug, alcohol, and tobacco-free and to participate in positive, healthful activities; works as part of a team to assist with the organization of community and school events; participates in youth council meetings, advisor and leadership trainings and countywide events; prepares for and facilitates regular meetings with mentors and protégés; maintains activity logs, and prepares surveys and reports as requested; distributes flyers; assists in writing newsletter articles; assists in securing donations for events from community and business organizations; operates a variety of audio/visual equipment for events; attends staff trainings and workshops as required; performs other program duties as assigned.

Liaison to Program Partners

Develops and maintains positive relationships with school site staff, students, parents, business and community organizations; meets regularly with the student leaders and faculty advisors; maintains telephone contacts with student leaders and advisors to encourage participation; exchanges ideas between the youth development program office and the school site chapters; assists with planning and implementing chapter meetings.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and experience that demonstrates the ability to perform the duties as described; experience working with middle school and/or high school youth; experience working with at-risk youth desirable.

Knowledge of:

Youth development theory and school safety strategies, the effects of tobacco, alcohol and drugs on youth; organizations, programs, and resources available within the community regarding youth development, drug/alcohol prevention education, or related programs; and standard software applications.

Skill and Ability to:

Use interpersonal skills to encourage, support, and guide youth and faculty advisors to accomplish established goals and objectives, stimulate creativity and implementation of new ideas and activities, and be a positive role model; work independently; work cooperatively and effectively with individuals and groups from diverse populations; organize projects and set priorities to complete tasks within established time lines; communicate effectively in both oral and written form, make oral presentations; organize and maintain program records; be able to operate a variety of audio/visual equipment used at various program events.

Other Characteristics

Possession of a valid California driver's license; provide own transportation with mileage reimbursed; willingness to travel to different sites throughout Sacramento County according to program needs.

Revision approved by Personnel Commission 2/13/07

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Approved by Personnel Commission 5/14/97