

SACRAMENTO COUNTY OFFICE OF EDUCATION

**CLASSIFICATION TITLE: Project Assistant II, Youth Development Programs**

**DEFINITION**

Under direction, performs a variety of supportive and coordination 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).

**DISTINGUISHING CHARACTERISTICS**

The Project Assistant II is distinguished from the Project Assistant I by the increased knowledge, responsibility, and experience required. The classification is involved in project planning and works independently.

**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.)

Project Planning and Implementation

Plans, organizes, implements and facilitates major projects or related activities for FNL Mentoring, Friday Night Live and Club Live (FNL/CL); works within a budget to secure facilities and other expenses for events; promotes student and adult participation in school site and countywide projects, chapter fundraisers, or events; develops lesson materials for school site meetings; secures donations for events from community and business organizations; maintains activity logs; data collection and program evaluation activities; assists the Project Specialist with preparation of written progress and evaluation reports for funding agencies.

Program Support

Promotes student participation in school site and countywide meetings and leadership conferences to encourage middle and high school students to be drug, alcohol, and tobacco free, and to participate in positive, healthful activities; works as part of a team to organize community and school events; recruits volunteers; provides training for student leaders and conducts workshop presentations; works with students to create and conduct surveys and evaluations; maintains personal and telephone contacts with youth leaders, advisors, community and business organizations, and statewide partnerships; researches material and writes newsletter articles; performs other program duties as assigned.

Liaison to Program Partners

Develops and maintains positive working relationships with school site staff, students, parents, business and community organizations, and statewide partnerships; establishes site contacts for new schools; meets regularly with the students, counselors and faculty advisors; assists with planning and implementing chapter meetings; plans and facilitates ongoing mentor sessions as assigned; represents FNL/CL by attending meetings and conferences as requested.

**MINIMUM QUALIFICATIONS**

Education, Training, and Experience

Any combination of education, training and experience that demonstrates the ability to perform the duties as described. Demonstrated experience working with middle school and/or high school youth in education, youth development, drug/alcohol prevention education, mentoring, or related programs; 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, mentoring, or related programs; and standard software applications.

Skill and Ability to:

Plan and facilitate group activities, meetings and mentoring sessions; work cooperatively and effectively with individuals and groups from diverse populations; work independently and make decisions within the framework of established guidelines; organize projects and set priorities to complete tasks within established time lines; communicate effectively in both oral and written form, make oral presentations to students and adults; conduct evaluation activities; organize and maintain program records; collect and retrieve data to prepare program reports; use interpersonal skills to encourage, support, and guide youth and faculty advisors to accomplish established goals and objectives; transport and setup equipment needed for activities and events.

Other Characteristics

Willingness to work additional hours and/or evenings as required; possession of a valid California driver's license; willingness to travel to different sites throughout Sacramento County according to program needs, and provide own transportation with mileage reimbursed to travel locally; and to attend out of town conferences/seminars as required.

Revision approved by Personnel Commission 2/13/07

Revision approved by Personnel Commission 5/23/02

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