

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Project Specialist I, Youth Development Programs

DEFINITION

Under general direction, organizes, facilitates, promotes and monitors programs provided by the Prevention & Student Services (PASS) Department including tobacco-use prevention and education programs, Friday Night Live and Club Live (FNL/CL). Assists the FNL/CL Coordinator by serving as lead planner and implementer for projects. Performs other duties as assigned.

DIRECTLY RESPONSIBLE TO

Director II, Prevention and Student Services

SUPERVISION OVER

Professional, financial, and clerical staff as assigned.

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.)

Plans, organizes, coordinates, delivers, and monitors the Tobacco Cessation, Education and Prevention project and FNL/CL program activities and services for middle schools and high schools throughout Sacramento County; develops and implements youth-led advocacy programs with emphasis on tobacco-use prevention; provides training and ongoing technical assistance for students and school staff to support implementation and evaluation of tobacco-use prevention curricula, including the *Teens Tackle Tobacco* (TTT) curriculum; assists with planning, implementation, and monitoring community-based cessation classes for teens and young adults; conducts site visits; serves as liaison among project partners; assists with development and implementation of leadership training conferences and technical assistance workshops for students and advisors; assists with planning and implementation of countywide and regional events for students and advisors; assists the FNL Coordinator with the preparation of program and evaluation reports.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Equivalent to a Bachelor's degree and successful work experience developing and implementing youth development or tobacco-use prevention education programs for middle school and high school youth sponsored by education, government agencies or community-based organizations.

Knowledge of:

Current youth development research and prevention education concepts; tobacco-use prevention programs and strategies.

Skill and Ability to:

Plan, implement and monitor youth development programs and projects, including tobacco-use prevention education programs and FNL/CL; implement *Teens Tackle Tobacco* and other tobacco-use prevention curricula at selected schools; develop project goals, set priorities, monitor activities and outcomes; develop and maintain positive working relationships with colleagues, students, school personnel and community partners; utilize multi-media equipment to conduct events for large audiences; communicate effectively in both oral and written form, including ability to facilitate large and small group events.

Other Characteristics

Possession of a valid California driver's license; willingness to work additional hours on occasion; willingness to travel locally using own transportation with mileage reimbursed, and willingness to travel within the state as required.

Approved by Personnel Commission 5/17/05