

Sacramento County Office of Education Job Description
Classification Title: Project Assistant II, Youth Development Programs

DEFINITION

Under direction, performs a variety of supportive and coordination functions working with students, teachers, administrators, chapter advisors, and community agencies to implement youth development programs offered by the Prevention & Early Intervention Department, 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 as a lead in project planning and works independently.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

None

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.)

Project Planning and Implementation

Plans, organizes, implements, and facilitates major projects or related activities for Friday Night Live and Club Live; 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, activities, and events; supports staff in the development of lessons, materials, and flyers for workshops and school site meetings; secures donations for events from community and business organizations; maintains time accounting and activity logs; collects data and conducts program evaluations; assists with preparation of written progress and evaluation reports for funding agencies.

Program Support

Promotes student participation in school site programs, countywide meetings, and leadership conferences to encourage middle and high school students to be drug, alcohol, and tobacco free, and to participate in positive and healthful activities; educates and brings awareness to peers and community about the harmful dangers of alcohol, tobacco, and other drug use among youth; works as lead 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 contact with youth leaders, advisors, community, and business organizations, and statewide partnerships; researches material and writes newsletter articles; meets with supervisor and staff regarding program progress; 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; provides opportunities for students to develop their leadership skills and become active leaders in their school and community; assists with planning and implementing chapter meetings; informs chapters of countywide events and opportunities; represents FNL/CL by attending leadership trainings 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; coursework in education, social work, or related field; demonstrated progressive experience working as a team leader with middle school and/or high school youth in education, youth development, current alcohol, tobacco, and drug prevention education, mentoring, or related programs.

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; social media 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 cultural and socioeconomic backgrounds; work independently and make decisions within the framework of established guidelines; organize projects and set priorities to complete tasks within established timelines; communicate effectively in both oral and written form, make oral presentations to students and adults; plan and implement activities for group workshops and trainings; 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; operate a variety of audio/visual equipment used at various program events; transport and setup equipment needed for activities and events.

Other Characteristics

Possession of a valid California driver's license; willingness to travel locally using own transportation to conduct work assignments.

Revisions approved by Personnel Commission 8/11/20
Revisions approved by Personnel Commission 3/20/18
Revisions approved by Personnel Commission 3/18/14
Revisions approved by Personnel Commission 4/13/10
Revisions approved by Personnel Commission 2/13/07
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