

# **Sacramento County Office of Education Job Description**

## **Classification Title: Project Assistant II, Youth Development Programs**

### **DEFINITION**

Under direction, performs a variety of support and coordination functions working with students, teachers, administrators, chapter advisors, and community agencies to implement youth development programs offered by the Sacramento County Office of Education (SCOE) Prevention & Early Intervention Department, Friday Night Live and Club Live (FNL/CL) programs.

### **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 FNL/CL programs; 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 developing lessons, materials, and flyers for workshops and school site meetings; engages community and business organizations to support program events; maintains time accounting and activity logs; conducts annual program-related surveys and collects data; 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 participate in positive, healthful activities; educates and brings awareness to peers and community about the harmful dangers of alcohol, tobacco, and other drug use among youth; functions as team lead 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, business organizations, and statewide partnerships; researches material regarding current alcohol, tobacco, and other drug use facts and data points to support various program activities, including the creation of newsletter articles and social media posts; 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 leadership skills and become active leaders in their school and community through facilitation of various program activities and events; assists with planning and implementing chapter meetings; informs chapters of countywide events and opportunities; represents FNL/CL programs 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, including standard videoconferencing platforms.

### **Skill and Ability to**

Plan and facilitate group activities, meetings, and mentoring sessions; work cooperatively and effectively with individuals and groups from diverse 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 10/10/23  
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  
Revisions approved by Personnel Commission 5/23/02  
Approved by Personnel Commission 11/16/99