

Sacramento County Office of Education Job Description

Classification Title: Project Specialist I, Youth Development and School-Based Mentor Programs

DEFINITION

Under general direction plans, coordinates, promotes, monitors and evaluates youth development and school-based mentor programs, including bullying prevention, school safety, substance abuse prevention and school-based cross-age and adult volunteer mentoring programs provided by the Prevention & Student Services (PASS) Department; serves as planner and implementer for youth development programs, mentor recruitment and training, facilitates mentoring sessions and provides instruction and training for adults and students; performs other duties as assigned.

DIRECTLY RESPONSIBLE TO

Director of Prevention and Student Services

SUPERVISION OVER

Professional, technical, and clerical staff as assigned.

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.)

Youth Development Programs

Plans, coordinates, delivers, and monitors the ongoing youth development program activities and services provided to students, parents and community stakeholders throughout Sacramento County; develops and conducts training sessions and technical assistance workshops for students and parents to address various youth development topics, including bullying prevention, school safety, youth leadership, and substance abuse prevention; establishes and maintains collaboration with schools, districts, community agencies, and businesses; designs and monitors systems to collect program data and maintaining program records; assists the department director with the preparation of reports and budgets.

Mentoring Programs

Plans, coordinates, delivers, and monitors the recruitment and training of high school students and adults serving as mentors for at-risk middle school and high school students; recruits, interviews, and screens adult mentors from a variety of businesses, community organizations, state agencies, and other groups; recruits, interviews, and screens high school mentors for cross-age mentoring; matches mentees and mentors; assists mentors in building trust and creating healthy relationships with mentees; works collaboratively with community businesses and agencies to develop a cadre of mentors; develops and conducts orientation sessions, workshops, and training sessions for mentors; schedules, organizes, and supervises ongoing mentoring sessions; establishes and maintains collaboration with schools; collects data in coordination with school staff; and reports outcomes; assists the department director with the preparation of reports and budgets.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training and experience equivalent to a bachelor's degree; experience working in programs sponsored by education, government agencies, or community-based organizations; successful experience working in K-12 programs is desirable; teaching, social work or counseling experience is desirable; experience in the development, implementation and evaluation of successful programs for children, youth and adults, including conducting workshops and working with multi-agency teams is desirable.

Knowledge of:

The public education system, youth development concepts and school-based mentoring programs, including cross-age and adult volunteer mentoring models, as well as individual and group mentoring approaches; research and practical experience with recommended approaches regarding youth development programs and mentoring programs; effective methods of mentor recruitment, training and retention; methods of assisting secondary students to improve academic and personal skills and make positive behavioral choices; effective presentation techniques and approaches; standard software applications; appropriate program and fiscal management procedures to maintain an education-based program.

Skill and Ability to:

Plan, implement and monitor mentor recruitment/training activities and facilitate mentoring sessions; develop program goals, set priorities, monitor expenditures, and work collaboratively; prepare and deliver presentations to provide youth development training for students and parents, recruit youth and adult mentors and provide ongoing mentor training; communicate effectively in both oral and written form with youth and adults; administer day-to-day program operations including mentor recruitment, session facilitation, coordination with school personnel, providing training for students and adults, collecting and reporting data; conduct and manage data collection processes; establish and maintain positive working relationships with program staff, project partners, and other clients; prioritize requests; organize, schedule and coordinate a variety of activities and projects.

Approved by Personnel Commission: 7/14/15