

Sacramento County Office of Education Job Description

Classification Title: Coordinator, Youth Development Programs

DEFINITION

Under general direction, plans, organizes, promotes, monitors and coordinates youth development programs, activities and grants, including Friday Night Live (FNL), Club Live (CL) and FNL Mentoring, and other youth development programs as assigned; establishes and maintains effective collaborative relationships and serves as liaison to program personnel in schools, districts, county offices of education, and other local and state agencies and groups.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

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.)

Plans, coordinates, implements and monitors FNL/CL/FNL Mentoring program activities and services; provides leadership, guidance and training for program staff and for local and statewide program partners; develops and presents training modules using a variety of audio visual and technology products ; assists in securing grants or other funding to ensure adequate and appropriate fiscal support for programs; coordinates with other youth development and drug/alcohol prevention programs and agencies at the local and state levels; provides technical assistance regarding program models; serves as liaison between local program, Sacramento County Alcohol and Drug Services, State FNL Partnership and California Department of Health Care Services; works with communities to implement environmental prevention strategies relating to the county strategic prevention plan; supervises the day-to-day activities of program staff and school teams; coordinates staff to design and present school-based and countywide events for youth and adults; develops, implements, and delivers professional development opportunities for program staff and school-based advisors, administrators and others; assists in policy development; establishes and monitors formal program evaluation procedures; develops budget according to grant requirements; monitors program fiscal activity; reviews, prepares and submits program reports; ensures program activities and services meet the program quality standards of FNL programs, Sacramento County Alcohol and Drug Services, and the Sacramento County Office of Education.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Any combination of education, training and experience equivalent to a bachelor's degree; California Certified Prevention Specialist preferred; professional training in teaching, social work, counseling, prevention education, or youth development preferred; extensive experience in youth development, prevention education, or related programs sponsored by education, government agencies, or community-based organizations; experience in the development, implementation and evaluation of successful programs, including preparing applications for funding, conducting workshops, and working with multi-agency planning teams; demonstrated successful experience supervising staff.

Knowledge of:

Youth development research and strategies; current drug, alcohol, and tobacco-use prevention education, research, programs, strategies, and principles of effectiveness; FNL/CL/FNL Mentoring programs; standard software applications; budgeting and data analysis; principles of supervision; local and statewide educational and youth development organizations.

Skill and Ability to:

Establish and maintain effective collaborative relationships with local school and community partners, as well as local and state policymakers; interpersonal skills to organize and work cooperatively and effectively with individuals and groups; develop and maintain program budget; transmit knowledge and skills to other staff, youth and adults; develop measurable goals and objectives, set priorities, and evaluate progress; select, train, and supervise staff; assist in writing grant and contract proposals; write and edit publications for internal and external distribution; learn new technology and adapt to change; conduct oral presentations utilizing audio visual equipment and presentation software.

Other Characteristics

Possession of a valid California driver's license; willingness to travel within the state as required.

Revisions approved by Personnel Commission 1/10/2017

Revisions approved by Personnel Commission 4/13/2010

Approved by Personnel Commission 8/17/04