

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

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

### **DEFINITION**

Under direction, performs a variety of supportive 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).

### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

### **SUPERVISION OVER**

None

### **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.)

#### **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; works as part of a team to assist with the organization of community and school events; encourages and organizes student involvement in community service opportunities; facilitates and participates in youth council meetings, advisor and leadership trainings, and countywide events; maintains time accounting and activity logs; prepares surveys and reports as requested; creates and develops lessons and materials for workshops and school site meetings and distributes flyers; assists in writing newsletter articles; assists in securing donations for events from community and business organizations; operates a variety of audio/visual equipment for events; meets with supervisor and colleagues regarding program progress; attends staff trainings and workshops as required; performs other program duties as assigned.

#### **Liaison to Program Partners**

Develops and maintains positive relationships with school site staff, students, parents, business, and community organizations; meets regularly with the student leaders and faculty advisors; maintains contact with student leaders and advisors to encourage participation; recruits and assists students in becoming active leaders and develop their leadership skills; serves as a liaison, ensuring information is shared between the youth development program office and the school site chapters; assists with planning and implementing chapter meetings.

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

Any combination of education, training, and experience that demonstrates the ability to perform the duties as described; experience working with middle school and/or high school youth in education, youth development, 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, current alcohol, tobacco, and drug prevention education, or related programs; social media and standard software applications.

**Skill and Ability to**

Use interpersonal skills to encourage, support, and guide youth and faculty advisors to accomplish established goals and objectives, stimulate creativity and implementation of new ideas and activities, and be a positive role model; work independently; work cooperatively and effectively with individuals and groups from diverse cultural and socioeconomic backgrounds; 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; organize and maintain program records; 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

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Revisions approved by Personnel Commission 4/13/10

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