

JOB DESCRIPTION
San Diego County Office of Education

Coordinator, Youth Development

Purpose Statement

The job of Coordinator, Youth Development is done for the purpose/s of planning, coordinating and promoting activities, programs and services to develop youth leadership across the county; addressing the goals of programs such as Friday Night Live and Club Live; and providing leadership in youth and adults training and direct services for youth.

Diversity Statement

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for ones actions and the resulting impact.

Essential Functions

- Develops, plans and manages overall activities of the SDCOE youth development and leadership programs to meet the needs of assigned programs.
- Administers evaluation instruments (e.g. needs assessment surveys, online registration surveys, youth development survey, and the California Healthy Kids Survey (CHKS), etc.) for the purpose of evaluating the effectiveness, impact, and growth of materials and services to program recipients.
- Develops and evaluates comprehensive positive activities for the purpose of engaging students in meaningful opportunities for leadership and advocacy, skill building and much more.
- Collaborates with a variety of groups or individuals (e.g. school communities, business communities, community at large, etc.) for the purpose of recruiting participation and support for Friday Night Live activities.
- Composes a variety of written communications (e.g. program events updates, newsletters, promotional flyers, business sponsorship reports for distribution, etc.) for the purpose of documenting activities, providing supporting activities for requested actions, and promoting services across the county.
- Develops trainings and workshops in alcohol, tobacco, and other drug use preventions (ATOD) for students, advisors, teachers, district representatives and others on program specific topics for the purpose of implementing FNL/CL at school sites throughout the county.
- Creates partnerships with and represents SDCOE with stakeholder agencies, Local Education Agencies (LEAs) and non profit organizations in order to develop and implement community-wide projects by leveraging relationship with community leaders.
- Secures new grants, coordinates related meetings and oversees grant programs, operation and budget.
- Coordinates program components, support needs, and materials for the purpose of promoting positive youth leadership opportunities free of alcohol, tobacco, drugs and violence.
- Develops program materials and services for Friday Night Live/Club Live (FNL/CL) for the purpose of engaging students in meaningful opportunities for leadership and advocacy, skill building and much more.

- Facilitates research validated trainings and organizational effectiveness strategies for administrators, teachers, community members, parents and youth such as Bullying/Cyberbullying prevention, digital citizenship, Internet Safety, conflict resolution and consensus building training.
- Collects, analyzes and prepares reports on program data for the purpose of determining program effectiveness.
- Generates required reports and documentation (e.g. tracking expenditures, ensuring staffing requirements, conducting research on ATOD statistics and trends, implementing mandated curriculum, etc.) for the purpose of supporting the SDHHS and CAFNLP.
- Performs personnel administrative functions (e.g. assigning, evaluating, supervising, coaching, etc.) for the purpose of enhancing productivity of personnel and achieving objectives within budget.
- Maintains and oversees program budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.
- Provides on-going technical assistance with respect to FNL/CL and Tobacco Use Prevention Education(TUPE) activities, services and materials for the purpose of serving as a resource for the implementation of programs/services.
- Serves as liaison between COE and school districts/sites and a variety of prevention providers (e.g. local alcohol and drug services, businesses, community based organizations, San Diego County Health and Human Services Agency (SDHHS), California Friday Night Live Partnerships (CAFNLP), etc.) for the purpose of collaborating with a broad range of prevention and youth servicing agencies with a common purpose towards youth leadership development.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Knowledge and Abilities

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: Friday Night Live objectives and principle objectives; alcohol/drug abuse federal confidentiality laws; school district organization; physical and emotional development of adolescents; mental health issues; and research and evaluation techniques.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups in a nonjudgmental manner; working flexible hours; displaying patience and a sense of humor; understanding verbal input and responding quickly; maintaining confidentiality; communicating effectively orally and in writing; and working effectively independently and as part of a team.

Working Environment:

ENVIRONMENT:

Duties are typically performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience

Experience: Five (5) years of experience in social services programs specializing in youth development, prevention education, or related programs, including two (2) years of management or supervisory experience.

Education: Bachelors degree in education, social work, or related field. Master’s degree preferred.

Equivalency: A combination equivalent to a bachelor’s degree in education, social work, or related field, and five (5) years of experience in social services programs specializing in youth development, prevention education, or related programs, including two (2) years of management or supervisory experience.

Required Testing

N/A

Certificates

County of San Diego HHSA Service Provider

CPR/First Aid Certificate

Valid CA Driver’s License

HHSA Monthly Debarment Certification

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Background/fingerprint clearance

Physical exam including drug screen

Tuberculosis clearance

FLSA State: Exempt

Salary Grade: Classified Management, Grade 045

Personnel Commission Approved: June 21, 2021