

JOB DESCRIPTION
San Diego County Office of Education

Project Specialist, Youth Development

Purpose Statement

The job of Project Specialist, 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 Friday Night Live and Club Live; and providing leadership in youth and adults training and direct services for youth.

Essential Functions

- 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.
- Assists school sites in developing 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.
- Conducts 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.
- 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.
- 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.
- 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

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records/case management; and utilizing group presentation skills.

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.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within a specialized field is required.

Education Bachelors degree in job-related area.

Equivalency Any combination equivalent to: a bachelor's degree in education or field closely related to the classification and three (3) years of experience in a specialized area related to drug use prevention. Candidates must have three years of experience in education in a specialized area related to this assignment.

Required Testing

Certificates

TB Clearance

County of San Diego HHSa Service
Provider

CPR/First Aid Certificate

Driver's License & Evidence of
Insurability

HHSa Monthly Debarment Certification

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

FLSA State: Exempt

Salary Range: Classified Management, Grade 35

Personnel Commission Approved: October 19, 2016