

JOB DESCRIPTION
San Diego County Office of Education

Youth Development Clerk

Purpose Statement:

Under direct supervision, the Youth Development Clerk provides basic clerical and technical support for the San Diego County Friday Night/Club Live (FNL) programs and maintains training, meeting, and program records as assigned for participating FNL school sites.

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 one's actions and the resulting impact.

Essential Functions:

- Supports Friday Night Live/Club Live program staff by participating in group youth activities at chapter meetings and events.
- Attends youth-led assemblies and rallies for schools as assigned, including helping setup and breakdown of multimedia equipment and supplies.
- Communicates with FNL advisors.
- Maintains program and meeting records, agendas, sign in sheets, and other related materials.
- Provides information to participants regarding upcoming program events and meetings.
- Attends professional meetings for on-going training, as assigned.
- Responds to requests for information and assistance over the phone, in person, or via email.
- Composes routine letters, emails, and other correspondence.
- Enters data into assigned databases.
- Prepares and maintains inventories, supply records, and mailing lists.

Other Functions:

- Perform 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 OF:

Youth leadership programs;
Uses of various types of multimedia equipment
Positive youth development practices and techniques.

ABILITY TO:

Make oral presentations to groups;
Lead activities and icebreakers with youth;

Communicate effectively orally and in writing with staff and the public;
Establish effective working relationships with youth and teachers of varied cultural, linguistic and economic backgrounds;

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:

Education: Graduation from high school or equivalent.

Experience: Six (6) months of clerical experience involving office clerical work, telephone reception, and direct interaction with the public and previous experience working with youth groups. Previous Friday Night Live experience preferred.

Equivalency: Graduation from high school or equivalent, and six (6) months of clerical experience involving office clerical work, telephone reception, and direct interaction with the public and previous experience working with youth groups.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade Classified Support, Grade 038

Personnel Commission Approved: Dec. 14, 2022