



Job Description

POSITION TITLE:	YouthBuild Supervisor YouthBuild San Joaquin County Operated Schools Program	#2499
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SALARY PLACEMENT:	Classified Supervisory Salary Schedule Range 9
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SUMMARY OF POSITION:

Under direction of the Coordinator IV, the YouthBuild Supervisor is responsible for overseeing the day-to-day operation of community service projects and collection and input of data to ensure achievement of grant deliverables. This position will recruit, supervise, mentor, and provide guidance to program participants. This position will also collaborate with community organizations, schools, and employers to provide a holistic experience for the program participants.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree and/or experience that demonstrates expertise in working with youth development and community organizations.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Two years' experience implementing complex workforce development programs, writing quarterly and annual reports, and development and maintaining partnerships with businesses and community-based organizations. Experience working in a county office of education, YouthBuild or AmeriCorps program.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- analysis and collection of data
- writing quarterly and annual reports

Ability to:

- operate a computer
- organize and implement community service projects
- recruit and engage youth in program activities
- supervise and lead staff
- be flexible based on program needs
- create and follow policies and procedures
- structure tasks, establish priorities, and set goals
- demonstrate a high level of professionalism and work ethic to effectively interact with individuals (internal and external) from diverse cultural, socioeconomic, disability, and ethnic backgrounds

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings

- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and lead staff.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Conduct orientations for all new participants to ensure they are knowledgeable about program goals and requirements.
13. Monitor participants timekeeping, attendance, and performance against program objectives.
14. Collect and document performance data for program participants ensuring accurate and timely reporting
15. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.