

BEAUFORT COUNTY SCHOOLS JOB DESCRIPTION
JOB TITLE: HORIZONS AND PAMLICO PALS DIRECTOR

HORIZONS:

Duties and Responsibilities: Restitution/Community Service

- Develops appropriate intake, monitoring, and evaluation procedures aligned with program requirements
- Maintains database of potential non-profit work sites and secures commitment of host organizations.
- Explains program to parents and participants, including expectations and consequences.
- Conducts intake interviews, surveys and assessments.
- Obtains signed commitment of parents and participants.
- Establishes and maintains individual portfolios for participants.
- Assigns participants to appropriate work sites.
- Visits worksites regularly to cultivate collaboration and provide support to hosts and participants.
- Reviews participant evaluations to promote successful placement.
- Assures maintenance of accurate records and timely submission of all required documents.
- Works within the guidelines of budget constraints.
- Obtains signature of supervisor on all purchase requisitions.
- Supervises and evaluates the performance of work site partners to assure their delivery of expected services and compliance with legal and program guidelines.
- Maintains open communication and collaboration with host sites.
- Other duties as assigned by supervisor

Duties and Responsibilities: Teen Court

- Establishes and administers the Beaufort County Teen Court.
- Facilitates Teen Court Advisory Council.
- Recruits and trains community and youth volunteers to participate in the Beaufort County Teen Court.
- Manages court schedule.
- Maintains database of potential non-profit work sites and secures commitment of host organizations.
- Visits worksites regularly to cultivate collaboration and provide support to hosts and participants.
- Assures maintenance of accurate records and timely submission of all required documents.
- Works within the guidelines of budget constraints.
- Obtains signature of supervisor on all purchase requisitions.
- Supervises and evaluates the performance of work site partners to assure their delivery of expected services and compliance with legal and program guidelines.

- Maintains open communication and collaboration with host sites.
- Works collaboratively with Juvenile Justice and Judicial District personnel to assure the success of the Beaufort County Teen Court.
- Other duties as assigned by supervisor

PAMLICO PALS:

General Statement of Duties

Shares responsibility with the Advisory Council for overall direction of the program. Manages and directs program activities on a daily basis.

Supervision Received

Is supervised and evaluated by the Director of Student Services.

Examples of Duties

- Plans, organizes, and leads public relations and recruitment campaigns.
- Processes volunteer applications; interviews applicants; matches volunteers with youth.
- Plans, organizes, and provides pre-service and in-service training of volunteers.
- Organizes and/or supports group activities between volunteers and youth.
- Prepares annual budget and works with the Advisory Council to develop and implement a fundraising strategy.
- Prepares progress reports for the Advisory Council.
- Prepares reports, newsletter, and other documents and correspondence pertinent to the program.
- Maintains administrative forms and documents.

Program Director must have at least an Associates Degree in a human services related field or a four-year college degree in any field plus at least two years experience as a direct service professional in a youth serving agency.

Physical Requirements

- Ability to communicate effectively with all individuals by telephone and on-site.
- Sufficient physical mobility to enable monitoring and supervision of students at diverse worksite placements.

Other requirements

- Valid North Carolina Driver's license
- Computer proficiency

