



CLASS SPECIFICATION

Class Code: 60013740
Date Established:
Last Reviewed: 02/2024
Last Revised: 02/2024
Last Title Change: 04/2017
FLSA: non-exempt
Probation: 12 months

YOUTH DEVELOPMENT COORDINATOR

DEFINITION

Under general supervision, coordinates the operation of skill development and employment programs offered by the Community Service Unit; and performs other duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in behavioral sciences, criminal justice, human services, social work or a closely related field; OR an equivalent combination of training and experience.

Must be 21 years of age at the time of application.

LICENSE OR CERTIFICATE

A valid Nevada Class C driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

CPR/First Aid certificate is required at the time of appointment and must be maintained for continued employment in this classification.

SUPERVISION EXERCISED

May provide lead direction.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Coordinate and oversee the overall operation of various programs including private sector job development, job search, job training, summer youth employment programs, and the victim awareness program and other related youth development programs.

Evaluate program effectiveness including service delivery and number of youths served; perform pre-program setup and post-program follow-up; conduct absenteeism investigations; maintain time sheets, daily rosters and other record keeping materials; monitor program expenditures.

Research, develop and implement on-going curriculum enhancement or development as directed by the Program Manager.

Provide classroom instruction and supervision for youth development classes.

Secure alternative funding for programs including research and writing grant proposals.

Conduct private sector job development, vocational advisement and serve as a job placement resource for the department.

Make recommendations to the Program Manager regarding policy and procedures as well as curriculum development.

Facilitate parent groups as required.

Create and evaluate related reports, tests, surveys, packets and other paperwork; produce and analyze statistical reports for all programs.

Create forms, data sheets, memos, letters and certificates.

Ensure adherence to performance indicators set by the Program Manager.

Perform public speaking engagements for the purpose of job development opportunities.

Recruit, train, and coordinate guest speakers for various programs. Research and participate in the development of new programs.

Train and coordinate the full-time Work Program Field Supervisors; provide coverage to work program.

Provide input to the Program Manager on technical and support staff performance evaluations.

Serve as department liaison to other employment placement agencies.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

Safely transport youth to various programs and services when necessary.

Administer emergency first aid or CPR as required, transport to emergency care facility if required and notify parents of medical emergencies.

May be assigned to other departmental functions to ensure consistent, safe operations.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental and countywide policies and procedures.

Departmental goals and philosophy of department.

Principles and practices of operating skill development, employment, and other training programs.

Federal, state, and local laws, rules, regulations, and legislation affecting the functions of the Washoe County Juvenile Services Department.

Microsoft Office Suite and department specific software.

Ability to:

Read, interpret, and apply department policies and procedures.

Evaluate data, reports and other documents and make sound recommendations based on appropriate interpretations.

Effectively impact clients that have diverse socio-economic backgrounds.

Secure the respect and confidence of juvenile offenders.

Contribute to the harmonious and efficient operation of the unit.

Train, lead, and assist in the development of staff members.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.*)

Knowledge of:

Basic teaching methods and procedures.

Practices and concepts of working with juvenile offenders.

Ability to:

Prioritize, coordinate, and perform multiple tasks.

Effectively instruct, motivate, and inspire large and small groups of juvenile offenders.

Adapt and cope with change and non-routine conditions/schedules.

Show proficiency in vehicle operation and safely drive a fourteen (14) passenger mid-bus and other company vehicles.

Collect data and maintain records, and produce clear, concise written reports.

Recognize work methods and procedures which promote a safe working environment.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of established goals.

Remain calm, think clearly and act decisively in stressful situations.

Maintain discipline in a fair and productive manner.

Work with individuals from a variety of socio-economic backgrounds.

Communicate in a clear, concise, and effective manner, both orally and in writing

Operate general office and computer equipment.

Establish and maintain effective and collaborative working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS (*Essential duties require the following physical skills and work environment.*)

Successful completion of Defensive Tactics annually is required for continued employment in this classification.

Must submit to a TB test at own expense upon offer of employment.

Employment is contingent upon the successful completion of a background investigation.

Must be available to work a flexible schedule to include evenings, weekends, and holidays and may require flexible work schedules outside of traditional business hours.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.