YOUTH DEVELOPMENT COORDINATOR

DEFINITION

Under general direction, coordinates the operation of Skill Development and Employment Programs offered by the Community Service Unit; makes recommendations to the program manager regarding policy and procedures as well as curriculum development; may provide staff training and assist in supervision of certain staff as directed by the program manager; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor’s degree from an accredited college or university in criminal justice, social work, human services, education, behavioral science or closely related field; OR an equivalent combination of related training and full-time work experience in a Juvenile Justice program, education setting, residential treatment center, community mentor programming or related experience with adolescent youth.

LICENSE OR CERTIFICATE

Must be 21 years of age at date of appointment.

Must possess and maintain a valid Nevada driver’s license.

Must obtain certification in advanced first aid and C.P.R. within one month of date of appointment.

SUPERVISION EXERCISED

May provide work coordination and limited supervision over technical and support staff.

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 skill development programs including private sector job development, job search, job training, basic skills, changing directions, summer youth employment programs and the victim awareness program.

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 program manager.

Provide classroom instruction and supervision for competency development classes.

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

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

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.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

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

**Knowledge of:**
County and Departmental policies and procedures pertain to area of assignment.

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

Goals and philosophies of community service unit.

**Skill in:**
Securing the respect and confidence of juvenile offenders.

Contributing to the harmonious and efficient operation of the unit.

Supervising work activities.

**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.

**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.

Communicate clearly and concisely both orally and in writing.

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

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

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

Must maintain a flexible work schedule including weekends and evenings with non-traditional shift work and varying days off.

Employment is contingent upon the results of a background investigation.

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