

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Coordinator, Youth Services	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Coordinator II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	0157	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Youth Development	<b>SALARY:</b>	Range 11 Salary Schedule A
<b>REPORTS TO:</b>	Director, Youth Development	<b>BOARD APPROVAL:</b>	05-15-00
		<b>BOARD REVISION:</b>	03-18-04 06-23-09

**BASIC FUNCTION:**

Plan, organize, and coordinate Youth Services Programs; provide assistance and support to schools and departments in the development, implementation, monitoring, and evaluation of extended day, extended year, and character education programs and activities that create a safe, drug-free, tobacco-free, and alcohol-free environment for students.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Plan, organize, and coordinate Youth Services Programs; provide assistance and support to schools and departments in the development, implementation, monitoring, and evaluation of extended day, extended year, and character education programs and activities that create a safe, drug-free, tobacco-free, and alcohol-free environment for students. **E**

Develop and coordinate strategic plans and grants for the various Youth Services Programs; assist with the development, coordination, and implementation of marketing campaigns. **E**

Conduct high-level educational and statistical nationwide research regarding the creation and development of After-School Programs for elementary and secondary youth, which includes before school and intersession; coordination of Youth Services grant writing. **E**

Coordinate the implementation and focus of the various Youth Services Programs to provide accurate information about drugs and alcohol, teach students the necessary decision-making skills, show students how to resist negative peer pressure, suggest healthy alternatives to drug use, build confidence and self-esteem, and nurture students at their particular developmental level at an age when lifelong character traits are still being formed. **E**

Assist with making presentations to district staff, community members, parents, and outside agencies regarding the role and accomplishments of the district's Youth Services Programs. **E**

Assist with the development, coordination, and implementation of the budget, financing, and fundraising for various Youth Services Programs; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Assist with the integration, coordination, and alignment of Youth Services Programs with traditional school day curriculum. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Maintain strategic and effective liaisons with parents, community members, government agencies, vendors, and district staff regarding Youth Services Programs and eligibility requirements. **E**

Communicate and collaborate with other administrators, district personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Perform related duties as assigned.

### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree, and three years increasingly responsible experience in Youth Services Program development, community service, or recreational programming.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile for work-related travel and proof of insurance.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Planning, organization, and coordination of Youth, After School, Character Education, and Drug, Tobacco, and Alcohol Programs.

Policies, objectives, and terminology of Youth Services Programs.

Grant writing, fundraising, budget preparation and control.

Budget preparation and control.

Applicable laws, codes, regulations, policies, and procedures.

District organization, operations, policies, and procedures.

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communication skills.

Principles and practices of management, supervision, and training.

Evaluation approaches, strategies, and techniques.

Operation of a computer and related software.

#### **ABILITY TO:**

Plan, organize, and coordinate Youth Services Programs.

Provide assistance and support to schools and departments in the development, implementation, monitoring, and evaluation of extended day, extended year, and character education programs and activities that create a safe, drug-free, tobacco-free, and alcohol-free environment for students.

Allocate funds to sites and departments.

Communicate options, limitations of funding, and program development.

Establish and maintain effective working relationships with staff, parents, and public.

Communicate effectively, both orally and in writing.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Analyze situations accurately, and adopt an effective course of action.

Meet schedules and timelines.

Evaluate and organize work according to specific deliverables.

Prepare comprehensive narrative and statistical reports.

Supervise and evaluate the performance of assigned staff.  
Operate a computer and related software.  
Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects. Physical demonstration of recreational protocols and activities.

*(Former Classification: Coordinator I, Youth Services)*