

**SAN DIEGO COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE:**       **Youth Development Assistant (Grade 50)**

**DEFINITION:**

Under general supervision, assist in promoting youth development activities in the areas of violence, alcohol, tobacco and other drug use prevention for school-aged youth; provides support for youth leadership development by recruitment, training and community outreach efforts; monitors and audits eligibility documentation, and student and program records; trains, oversees and reviews mentor work.

**REPRESENTATIVE DUTIES:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**ESSENTIAL FUNCTIONS:**

Organizes and presents training sessions for youth, advisors, and school personnel in the areas of positive youth development and violence, alcohol, tobacco and other drug use prevention.

Coordinates youth development planning meetings, county and regional activities and events.

Facilitates youth-led assemblies and rallies for schools, the recruitment of guest speakers, and the use of varied multimedia equipment.

Works with school administrators, community leaders, local law enforcement, and the media to promote violence, alcohol, tobacco, and other drug-free activities and drug use prevention for youth.

Cultivates, coordinates, and maintains support for youth development and other drug use prevention activities within the business community.

Establishes youth-led chapters/youth councils throughout the county in schools and other youth serving organizations.

Conducts cross age mentoring projects/activities between middle school and high school youth.

Assists in providing a networking resource for the community on violence, alcohol, tobacco and other drug-use prevention and youth development.

Identifies and recruits youth leaders for youth leadership conference and mentoring programs by contacting and presenting program information to high schools, colleges and universities, private businesses and community organizations.

Organizes student recruitment efforts in participating districts.

Maintains and updates parent orientation materials used in student recruitment.

Makes presentations to districts, parents and school groups regarding available community resources and mentoring programs.

Audits student and youth leaders/mentor eligibility documentation.

Reviews school site records pertaining to students and their families.

Matches students with appropriate mentors based on interests and career/vocational aspirations.

Participates in community organizations as assigned.

Serves as program liaison between participating schools and local colleges/universities, business and community organizations.

Coordinates and assists in the orientation and on-going training of district staff and mentors.

Conducts on-site checks of school chapter meetings and mentoring program operations, youth leadership/mentor activities and documentation procedures to assure compliance with Health and Human Services (HHSA) contract deliverables and regulations governing California Friday Night Live programs.

Prepares detailed, comprehensive program reports.

Attends professional meetings for on-going training, as assigned by program manager.

#### **NON-ESSENTIAL FUNCTIONS:**

Perform related duties as required.

#### **CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:**

Incumbents must possess a valid California driver's license at time of appointment.

#### **EDUCATION AND EXPERIENCE:**

Training and experience sufficient to demonstrate possession of the knowledge and abilities detailed below. A typical qualifying experience would include: previous work experience with at-risk youth; experience implementing school-based positive alternatives to violence, drug, alcohol, tobacco and other drug use, such as Friday Night Live, Club Live, or similar mentoring programs which involve positive youth development; experience planning, organizing, and leading events and activities; experience enlisting and coordinating the school and business communities in the support of activities and events for youth.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

The concerns, problems and common experiences of at-risk students

Positive youth development practices and techniques

Violence, alcohol, tobacco and other drug prevention program methods

School district organization

The uses of various types of multimedia equipment

##### **ABILITY TO:**

Develop and make oral presentations to groups

Plan and organize activities and events

Facilitate activities, meetings, workshops, and multimedia events

Identify and recruit participation and support from the community at large, and the school and business community in particular

Communicate effectively orally and in writing

Establish effective working relationships with youth, teachers, administrators and community members of varied cultural, linguistic and economic backgrounds

Quickly learn the use of a computer and associated software

Maintain and review records for completeness and accuracy

Organize and maintain program records and files

Prepare detailed, statistical reports

Read, interpret and apply regulations and procedures

Train and oversee the work of mentors or other temporary staff

Work with minimal supervision

**WORKING CONDITIONS & PHYSICAL ABILITIES:**

Incumbents in this classification may be asked to work an alternate schedule as needed, including evening and weekend hours.

Indoor office setting and/or training sites. Ability to travel to and from work locations as job requires. Must have access to reliable transportation to be used in the course of work.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, stoop, crawl, stretch, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift computers and program equipment and materials weighing up to 50 pounds.

Established: 3/92

Revised: 1/93, 5/94; 9/99; 12/02; 6/03; 6/05; 05/07; 10/07; 12/16