



Leadership • Collaboration • Support

## **JOB TITLE: Program Manager, Youth Development and Special Events**

### **Classified Managers Salary Schedule, Range 9**

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#### **DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY**

To develop and administer youth development programs and special events that foster achievement, promote accomplishments, and provide the educational community with an opportunity to recognize exemplary student and educator performance in Solano County. Responsibilities include administering the various components of the Youth Development Department, including prevention education, academic enrichment programs.

#### **JOB REQUIREMENTS AND QUALIFICATIONS**

- Bachelor's degree or appropriate experience.
- Minimum of four (4) years of work experience in developing and managing youth development services and programs, including fiscal, managerial, personnel or government administrative work, parent involvement, and prevention education programs sponsored by education, government agencies, or community-based organizations.
- Extensive experience working with elementary, middle, and high school communities.
- Demonstrated successful experience working in schools in developing and managing youth development strategies and special event services and programs.
- Knowledge, skills, and ability to plan, develop, conduct, implement, and fiscally monitor and evaluate youth development services and programs in school and community settings.
- Knowledge of state and local agencies and organizations participating in prevention activities, special event programs.
- Skills in developing program goals, preparing and maintaining budgets, and exercising proper budgetary control measures.
- Ability to advise and assist school districts with prevention and youth development education and educational enrichment programs and other related special events.
- Effective supervision skills to establish and maintain a professional and effective working environment, and to select, assign, train, and supervise personnel.

- Interpersonal skills to work cooperatively and effectively with individuals and groups; ability to effectively transmit knowledge and skills to staff, including volunteers (youth and adults).
- Skills to develop measurable goals and objectives, set priorities, monitor expenditures, and evaluate projects/programs.
- Ability to plan, develop, and conduct a variety of presentations, workshops, trainings, and conferences for youth and adults. Ability to prepare and deliver presentations to recruit student protégés and youth/adult mentors.
- Knowledge of the research and practical experience, with recommended approaches, regarding programs for young people.
- Ability to operate large audio/visual equipment. Basic computer skills, including knowledge of Microsoft Office (Word, Excel, PowerPoint) and an understanding of accessing resources via world-wide web.

### **EXAMPLES OF DUTIES**

- Plans, develops, monitors, and evaluates special events, academic enrichment projects/programs, and prevention education services such as: Friday Night Live, Safe and Drug-Free Schools and Communities, TUPE, Academic Decathlon, Educators of the Year, Art Faire, and Spelling Bee throughout Solano County
- Assumes administrative and policy responsibilities for the scope of assigned youth development and prevention services and special events.
- Secures grants and local/state/federal funding to insure adequate and appropriate fiscal support for programs.
- Assists in developing program policies and procedures.
- Administers and monitors program budgets.
- Prepares, maintains, reviews, and submits program and financial reports to appropriate supervisors, and to other funding agencies.
- Maintains program files and records.
- Serves as program liaison to local, regional, and state agencies, as needed.
- Selects, trains, supervises, and evaluates program personnel including, assigned staff and volunteers.
- Assumes responsibility for the day-to-day problem-solving and decision-making for programs within the scope of assigned youth development services.

- Meets regularly and works collaboratively with districts, school sites, and appropriate county and state educational representatives and personnel, as well as, representatives from other county/state agencies.
- Establishes and maintains collaborative linkages with community agencies, businesses, and school districts.
- Designs and monitors systems for collecting program data and maintaining program records.
- Supervises and monitors the day-to-day program activities, including internal business procedures and processes and interactions with external collaborative partners.
- Produces, writes, edits, distributes, and field tests educational documents and materials related to assigned youth development services.
- Develops and monitors timelines for the accomplishment of multiple tasks.
- Provides technical assistance regarding proven and promising program models.
- Prepares and conducts workshops for educators, parents, and youth groups.
- Coordinates the development and distribution of program updates.
- Performs other related duties as assigned.

### **SUPERVISION RECEIVED**

Employees in this classification receive limited supervision from the director of youth development within a broad framework of overall objectives.

### **SUPERVISION EXERCISED**

Employees in this classification supervise and evaluate program staff.

### **PHYSICAL ACTIVITY REQUIREMENTS**

Work Position (Percentage of Time):

Standing (30%)                      Walking (55%)                      Sitting (15%)

Body Movement (Frequency):

None (0)    Limited (1)    Occasional (2)    Frequent (3)    Very Frequent (4)

Lifting – lbs. (0-40)                      Lifting (3)                      Bending (3)

Pushing and/or  
Pulling Loads (3)                      Reaching  
Overhead (3)                      Kneeling or  
Squatting (3)

Climbing Stairs (2)                      Climbing Ladders (2)