



Leadership • Collaboration • Support

JOB TITLE: Youth Activities Specialist

CSEA Salary Schedule, Range 23

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Organizes educational services for youth within the Solano County Office of Education's Youth Development Services Department.

JOB REQUIREMENTS AND QUALIFICATIONS

- Experience in building partnerships for positive and healthy youth development that engage youth as active leaders and resources in their communities.
- Knowledge of general youth development principles, best practices, and principles of youth-adult partnerships.
- Presentation skills for large and small group trainings and workshops.
- Ability to write clearly and creatively, utilizing knowledge of proper English usage, grammar, spelling, vocabulary, and punctuation.
- Ability to maintain effective work relationships with staff, outside agencies, and the general public.
- Ability to work as part of a team.
- Ability to work independently and to work on multiple youth-related projects.
- May require working a schedule based on the needs of the program.
- Knowledge of, or ability to learn, Microsoft Office (Word, Excel, Power Point) and an understanding of accessing resources via worldwide web.
- Possession of a valid California driver's license.
- Two years of college education and experience working with youth preferred.

ESSENTIAL DUTIES

- Represents and acts as liaison for the Solano County Office of Education with agencies to provide youth development related education services, resources and trainings to educators, youth, and community partners.
- Assists in presentation, workshops, and training to students, educators, coaches, volunteers, and partners associated with the student events and special projects assigned.
- Assists with the development of department publications, including curriculum, press releases, event programs, promotional materials, publications, and additional department media.
- Distributes and collects student registration, release forms, stipend documentation, service referrals, and surveys, as required for all department programs and activities.
- May attend local, regional, and state meetings and/or activities relating to youth-related services.
- Collects and prepares appropriate data and provides scheduled reports (written and/or oral) in a timely manner to appropriate manager relating to assigned services.
- Leads presentations on youth-related services to various audiences, including K-12 administrators, teachers, staff, and students.
- Assists in registration and arranges transportation for students to attend trainings and conferences as needed.

MARGINAL DUTIES

- Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of the Youth Development/Prevent Services

SUPERVISION EXERCISED

None.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (25%)

Walking (35%)

Sitting (40%)

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 (2)

Kneeling or
Squatting (3)

Climbing Stairs (3)

Climbing Ladders (1)