

## POSITION DESCRIPTION

### NORTHFIELD PUBLIC SCHOOLS

July 2019

#### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Youth Development Coordinator	<b>Department:</b> Community Services Division
<b>Immediate Supervisor's Position Title:</b> Community Services Director	<b>FLSA Status:</b> Exempt
<b>Band/Grade/Subgrade:</b> D-6-1	<b>Bargaining Unit:</b> Community Services Coordinators
<b>Job Summary:</b> Under the general direction of the Community Services Director, the Youth Development Coordinator is responsible for developing, implementing, supervising and evaluating youth development and youth service programs for school-aged youth residing in the Northfield School District.	

#### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Plans and coordinates the Community Services Division's youth development activities occurring outside the school day and during breaks (i.e. non-school days and summer), including Middle School Youth Center, PLUS, Summer PLUS and Summer BLAST.
<b>Percent of Time:</b>	70%	
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"> <li>• Oversees the daily operation of the Middle School Youth Center, PLUS, Summer PLUS and Summer BLAST (expectation of on-site presence).</li> <li>• Recruits students and staff.</li> <li>• Coordinates the schedules of programming to ensure quality.</li> <li>• Coordinates bussing for programs.</li> <li>• Oversee registration process for programs.</li> <li>• Oversees the promotion and marketing of youth development opportunities.</li> <li>• Evaluates the effectiveness of youth development opportunities; makes changes, enhancements or revisions, as necessary.</li> <li>• Attends training sessions, district and departmental meetings.</li> <li>• Keeps abreast of changing developments, trends and education technologies pertinent to the field.</li> <li>• Reviews and makes recommendations to the Director of Community Services concerning staffing and budgetary requirements for youth development services.</li> <li>• Ensures the use of best practices in youth development.</li> <li>• Serves as a liaison to St. Olaf College and Carleton College for college work study and student volunteer placements in youth development programs.</li> <li>• Works with the Targeted Services Director to ensure Continuous Learning Plans (CLPs) are completed for eligible youth.</li> <li>• Tracks required data, including Targeted Services participation.</li> </ul>		

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Actively participates in the implementation of the daily program curriculum and activities.
<b>Percent of Time:</b>	25%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Participates and assists staff in implementing activities and interacting with students in relationship building.</li> <li>• Has direct contact with a small co-hort of students.</li> <li>• Tracks data.</li> </ul>		

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Performs other comparable duties of a like or similar nature as assigned.
<b>Percent of Time:</b>	5%	

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.)	
	less than high school diploma	Bachelor's Degree	
	High school diploma or GED.	<b>Major field of study or degree emphasis:</b> Youth Development, Community Education, Education, Recreation or related area.	
	1 year college		2 years college
	3 years college	x	4 years college
	1st year graduate level	<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>	
	2nd year graduate level	<ul style="list-style-type: none"> <li>• Knowledge of practices, techniques, and fundamentals of</li> </ul>	

<b>Doctorate level</b>	<ul style="list-style-type: none"> <li>youth development programming and services.</li> <li>• Fundamentals of supervisory theories and principles.</li> <li>• Fundamentals of public relations theories and techniques in promoting, advertising, and/or informing the public of programs, services, courses or other events/projects.</li> <li>• Knowledge of the issues, needs, problems and concepts of addressing and incorporating cultural diversity within youth programs/services.</li> <li>• Fundamentals and basic knowledge of recordkeeping, budget and data collection.</li> <li>• Basic knowledge concerning the use of computers and related software applications and general business equipment.</li> <li>• Knowledge of community resources and community organizations within the community.</li> <li>• Knowledge of the theories, philosophy and approaches to lifelong learning.</li> <li>• General knowledge of district administrative policies and procedures pertinent to the activities and programs of Community Services.</li> <li>• The ability to transport self among district buildings and to regional and state meetings and workshops as necessary.</li> </ul>
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**Required Work Experience in Addition to Formal Education/Training:**  
 Requires a minimum of one year directly related work experience in community education, youth enrichment or youth development programming.

**Required Supervisory Experience:**

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b>
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<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Ability to work collaboratively with team members, school staff and other groups and organizations.</li> <li>• Applying supervisory theories and practices in delegating, monitoring, evaluating and training program personnel.</li> <li>• Planning, implementing, coordinating and arranging for youth development, enrichment and youth service programs.</li> <li>• Applying public relation theories and techniques in promoting, advertising and informing the community of programs and services.</li> <li>• Applying bookkeeping and administrative functions required in monitoring budgets, purchasing materials, and documenting program functions, activities, participation, fees, expenses and the like.</li> <li>• Applying judgment and discretion in handling problems and issues in accordance with the policies and procedures of the District and the department.</li> <li>• Using computers and related software applications and general office equipment, e.g., copiers, facsimiles and phones.</li> <li>• Communication, interpersonal skills as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work direction .</li> </ul>
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1	PLUS & Middle School Youth Center Site Leaders	3
2		
<b>TOTAL</b>		3

INDIRECT SUPERVISION:	
<b>Number of employees indirectly supervised:</b> Site assistants, volunteers, AmeriCorps Promise Fellows, AmeriCorps tutors, work study students, etc.	<b>Total:</b> 8-20

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed to some disagreeable conditions involving human/student contact.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit				X
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds		X		
up to 25 pounds	X			
up to 50 pounds	X			

up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

Physical requirements associated with the position can be best summarized as follows:

**Sedentary Work:**

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

\_\_\_\_\_  
Signature – Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Human Resources

\_\_\_\_\_  
Date