

# Northfield

Public Schools I.S.D. 659 MINNESOTA

## POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

March 2008

### 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>	<b>Bargaining Unit:</b>
<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, Prairie Fire Children's Theater, etc.
<b>Percent of Time:</b>	60%	
<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 (expectation of on-site presence).</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>• Oversees the school site specialists in their role of supporting out of school time activities.</li><li>• Provides assistance to individuals, other district staff and the community concerning youth development services.</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></ul>		
<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Oversees the Community Services Division's volunteers in schools services.
<b>Percent of Time:</b>	25%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		

- Supervises the school site specialists
- Serves as a liaison to St. Olaf College and Carleton College for college work study and student volunteer placements in the school district.
- Ensures the use of best practices in school volunteerism.

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Provides leadership in the support of K-12 parent resource opportunities in collaboration with community partners.
<b>Percent of Time:</b>	10%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Supports the coordination of the Parent Communication Network in collaboration with the Healthy Community Initiative.</li> <li>• Supports other parent and family support efforts in the community and the schools as appropriate.</li> </ul>		

<b>Duty/Responsibility No:</b>	4	<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>	
less than high school diploma		Type of degree: (B.S., M.A., etc.)	
High school diploma or GED.		Bachelor's Degree	
1 year college		Major field of study or degree emphasis:	
3 years college	x	Community Education, Education, Recreation or related area.	
		2 years college	
		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>• Fundamentals of supervisory theories and principles.</li> </ul>	

<b>Doctorate level</b>	<ul style="list-style-type: none"> <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	Middle School Youth Center Site Leader	1
2	School Site Specialists	4
<b>TOTAL</b>		5

INDIRECT SUPERVISION:	
<b>Number of employees indirectly supervised:</b> Site assistants, volunteers, America's Promise Fellows, Americorp 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			
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**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.**

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**Department Head's Signature** **Date**

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**Human Resource's Signature** **Date**