



Job Description

POSITION TITLE:	Coordinator IV, YouthBuild/Americorps YouthBuild San Joaquin County Operated Schools and Programs	#6259
SALARY PLACEMENT:	Management Salary Schedule Range 14	

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent of County Operated Schools and Programs and/or the administrative designee, the Coordinator IV independently performs a variety of duties related to implementing the YouthBuild and Americorp grants. Serve as the liaison between San Joaquin County Office of Education and the Department of Labor, YouthBuild USA, and other granting agencies. Supervise enrollment, training, and exiting of YouthBuild and Americorps participants. Ensure full compliance with grant requirements for YouthBuild and Americorp programs. Oversee facilitation of youth leadership and community service-learning components of the program. Maintain detailed documentation of grant deliverables. Write monthly, quarterly, or annual reports as required by the grant. Attend partner meetings and trainings required by the granting agency. Serve as the West Coast representative for industry partnerships brokered by YouthBuild USA. Work collaboratively with Greater Valley Conservation Corps on community projects. Perform related work as required.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess a Bachelor's Degree. Experience working in youth development and community service.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Five years of experience working in youth development and community service. Understanding of YouthBuild and Americorps programs. Experience implementing complex youth programs; maintaining compliance with federal and state guidelines, writing reports, and managing budgets, researching, and writing grants; and developing and maintaining partnerships with business, industry, and community-based organizations.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software and grant related information systems
- program evaluation and data collection
- the State and Federal educational accountability systems and current California student assessment programs
- current California student assessment programs and appropriate test administration practices and policies

Ability to:

- operate a computer
- be flexible based on program needs
- create and follow policies and procedures
- be flexible and receptive to change
- supervise, lead, and evaluate staff
- delegate and hold accountable those responsible for carrying out the policies and procedures
- manage and interpret data to achieve maximum performance outcomes
- oversee and manage budgets
- manage the YouthBuild and Americorps programs, including supervision of outreach, recruitment, eligibility determination, assessments, development of Individual Service Strategies, case management, construction

training program, leadership development, required background checks, orientation, tracking of community service hours and education awards and community partnerships

- coordinate and supervise community service projects and events
- supervise the implementation of random drug testing and SBIRT substance abuse intervention program
- work collaboratively with construction partners to train youth on building affordable housing
- manage multiple projects with the building trades to facilitate direct entry into apprenticeship programs
- manage business partnerships brokered by YouthBuild USA to support YouthBuild programs locally and in the West Coast region

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed.
12. Oversee and manage budgets.
13. Organize and manage implementation of YouthBuild and Americorps grants; monitor daily operations to ensure full program compliance with grant requirements.
14. Serve as a liaison and main point of contact between San Joaquin County Office of Education and corresponding granting agencies.
15. Ensure the YouthBuild model is being implemented.
16. Attend required meetings and trainings of granting agency.
17. Recruit, enroll, train, and supervise Americorps members.
18. Create and maintain Americorps member files, including tracking service hours of Americorps members and volunteer hours.
19. Organize and supervise community service activities, leadership development, and National Day of Service.
20. Monitor enrollment and exits of YouthBuild participants to ensure maximum performance outcomes.
21. Enter data into grant information systems, analyze performance, and write required quarterly and annual performance reports.
22. Oversee and manage random drug testing and SBIRT program.
23. Work with program partners to achieve grant deliverables related to construction and direct entry apprenticeship agreements.
24. Develop systems to improve program operations, coordination, and collaboration among staff and partners.

25. Represent YouthBuild at meetings related to apprenticeships, career and technical education, and state and national YouthBuild committees.
26. Serve as the West Coast representative for any business partnerships brokered by YouthBuild USA to support YouthBuild programs both locally and throughout the West Coast region, including conference calls, organizing, and supervising events, collecting data, and writing reports.
27. Research and write new grants to support continuance of YouthBuild and Americorps.
28. Perform all other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district office staff, and the public.

7/14/2022 final sc