

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Youth Services Coordinator
FUNCTIONAL AREA: Police Department

WORK OBJECTIVE:

Under general direction, the purpose of the position is to develop, organize, supervise and lead youth programs and activities related to the Police Department throughout the City. Employees in this classification perform at staff level and are responsible for providing a safe environment for youth programs, activities and special events for interactive opportunities between youth, families and partners in the community. Employee works with independence and initiative within established policies and procedures. Performs other duties as dictated by the nature of the program.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs case management, planning, facilitating and implementing duties for Mentoring sessions/terms; facilitates Mentoring workshops for middle and high school students.
- Develops, plans, organizes, implements and supervises various youth activities, programs and special events related to the Police Department ensuring the safety, general welfare and enjoyment of participating youths, families and community partners.
- Conducts orientation sessions for youths, families, mentors and community partners.
- Supervises students and activities of youth programs; ensures the safety and cleanliness of program and activity areas and facilities.
- Transports students to and from school/youth activities; operates transportation vehicle with heightened awareness of driving conditions and surroundings and in observance of established safety precautions and driving procedures.
- Performs routine administrative duties, e.g., reviews program data, generates and submits reports and documentation; maintains records and files.
- Participates in board meetings, case management meetings and focus groups.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Bachelor's Degree in Social Work, Psychology, Sociology or related field; supplemented by supplemented by a demonstrated aptitude for public and youth relations with knowledge of various youth programs and activities; or an equivalent combination of training and education.

Youth Services Coordinator

Knowledge, Skills, & Abilities –

Ability to understand and follow written and oral instructions.

Ability to read, update and maintain various records and files.

Ability to access, operate and maintain various software applications.

Ability to clearly communicate information both verbally and in writing.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to establish and maintain effective working relationships with departmental personnel, supervisors, youths, general public, mentors and community partners.

Skill in the principles and techniques of public relations skills; skill in providing public relations to special needs individuals.

Skill in the operation of transportation vehicles.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

ENVIRONMENTAL REQUIREMENTS:

Most work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations. Some tasks are performed in outdoor environments. Due to the nature and location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.