

## CONTRA COSTA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: YOUTH DEVELOPMENT SERVICES SPECIALIST I (TOBACCO USE PREVENTION EDUCATION)**

**RANGE: 23**

#### **BASIC FUNCTION:**

Under the direction of the Tobacco Use Prevention Education (TUPE) Manager, Educational Services, perform a variety of specialized activities involved in providing support for the implementation of tobacco-use prevention education (TUPE) youth development activities and the Contra Costa Youth Health Coalition. This position is grant funded and will terminate once the grant-funded activities related to the TUPE Consortium grants have ended on June 30, 2017.

#### **DISTINGUISHING CHARACTERISTICS:**

The Youth Development Services Specialist I is the entry-level classification in the series. Incumbents work under general supervision and provide school staff and students with support for the implementation of TUPE-related youth development activities at TUPE Consortium sites.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of specialized activities involved in providing support for the implementation of tobacco-use prevention education (TUPE) youth development activities.

Schedule and provide ongoing support for annual middle school and high school Peer Educator trainings.

Provide technical assistance to TUPE Site Coordinators and Peer Educators regarding student-led activities and projects, such as classroom presentations and school-wide events.

Co-coordinate and provide ongoing support for the Contra Costa Youth Health Coalition.

Serve as a liaison between the County Office, school districts, students and outside agencies regarding youth development strategies; respond to inquiries and provide information concerning related activities, policies, procedures and objectives..

Distribute and collect student applications and surveys, as required for project activities.

Compile information and prepare and maintain a variety of narrative and statistical records, reports and files related to assigned activities.

Communicate with County Office personnel, students and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

**June 2015**

Operate a variety of office equipment including a copier, fax machine, projector, computer and assigned software; drive a vehicle to conduct work.

Assist in assuring budget expenditures do not exceed established limitations.

Assist with registration and arrange transportation for students to attend trainings and conferences, as needed,

Attend and participate in various meetings, conferences and in-services and special events; prepare and deliver oral presentations concerning youth development activities.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

General youth development principles and best practices.

Principles of youth-adult partnerships.

Alcohol, tobacco and other drug prevention.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Oral and written communication skills.

Modern office practices, procedures and equipment.

Record-keeping and report preparation techniques.

Basic public relations techniques.

**ABILITY TO:**

Perform a variety of specialized activities involved in providing support for the implementation of tobacco-use prevention education (TUPE) youth development activities.

Assist students with developing leadership and advocacy skills.

Engage students as active leaders and resources in their schools and communities.

Serve as a liaison between the County Office, school districts, students, and outside agencies regarding youth development and alcohol, tobacco and other drug prevention.

Learn, interpret, apply and explain laws, rules, regulations, policies and procedures.

Learn policies and objectives of assigned programs and activities.

Provide technical assistance to TUPE Site Coordinators and Peer Educators regarding student-led activities and projects, such as classroom presentations and school-wide events.

Establish and maintain partnerships with students and service providers to facilitate and enhance the Contra Costa Youth Health Coalition.

Identify and evaluate student interests, needs and abilities.

Operate standard office equipment including a computer and assigned software.

Meet schedules and time lines.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in education, psychology or related field and two years' experience working with youth.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment.

Driving a vehicle to conduct work.

Occasional evening and weekend work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read a variety of materials.

Lifting moderately heavy objects.