



CLASS TITLE: YOUTH DEVELOPMENT SERVICES SPECIALIST II (TOBACCO USE PREVENTION EDUCATION)

RANGE: 27

BASIC FUNCTION:

Under the direction of the TUPE Manager, Educational Services, lead and participate in a variety of activities involved in the implementation of tobacco-use prevention education (TUPE) youth development activities and the Contra Costa Youth Health Coalition.

DISTINGUISHING CHARACTERISTICS:

The Youth Development Services Specialist II is an experienced-level classification. Incumbents work independently and assist the TUPE Manager with program planning and provide school staff and students with training and support for the implementation of TUPE-related youth development activities at TUPE Consortium sites.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Lead and participate in a variety of activities involved in the implementation of tobacco-use prevention education (TUPE) youth development activities.
- Lead coordination, development, and implementation of all TUPE youth development activities and assist TUPE Manager in assuring program activities comply with established project goals, objectives, strategies, and services.
- Train and provide ongoing support for TUPE site coordinators and middle school and high school peer educators.
- 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 and analyze a variety of data related to TUPE Youth Development activities; 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.
- 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. Principles of training and technical assistance. Policies and objectives of assigned programs and activities.
- Applicable laws, codes, regulations, policies, and procedures. Oral and written communication skills.
- Modern office practices, procedures and equipment. Record-keeping and report preparation techniques. Basic public relations techniques.

ABILITY TO:

- Lead and participate in a variety of activities involved in the implementation of tobacco-use prevention education (TUPE) youth development activities.
- Train and provide ongoing support for TUPE site coordinators and peer educators. 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 four years of experience working with youth; at least one year at the level of Youth Development Specialist I (TUPE) or comparable.

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.