

Marion County JOB DESCRIPTION

Position Title: Director, Youth Service Center

Department: Central Office

Reports To: Director of Pupil Personnel

Approved By: Marion County Board of Education

Date: December 2010

SUMMARY: The Youth Service Center Director oversees the operation of the Marion County Youth Service Center. Duties include devising procedures for taking referrals, conducting needs assessment, facilitating and/or obtaining needed services for participant families and supervising the organization of Center programs and supervising other staff members. The Director is responsible for implementation of the Youth Service Center grant and is spokesperson and representative of the Center with CHR, KDE, and Marion County Schools and community. The Director reports to the Center Advisory Council and is employed by the Marion County Board of Education.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

Plan direct, evaluate and be public spokesperson for Center Programs and services.

EXAMPLES ARE LISTED BELOW:

Maintain current information on existing community resources

Develop and facilitate Center programs and services

Educate school personnel and community about Center services and resources

Help families utilize community resources and Center services

Work with other community providers to increase the availability of services in the community

Evaluate programs systematically and regularly

Develop and coordinate a volunteer program for the Center

Respond to crisis contacts

Provide related services as needed

Provides overall coordination for the development, implementation, identification and continuation of the center activities, services delivery and referral system

Provides daily supervision of center staff

Monitor progress toward center's goals and objectives

Consults and collaborates with other school personnel/case information and in establishing and planning for appropriate interventions

Utilizes, identifies and assists in the development of community resources/service providers that meet and address the needs of students, families and community

Supervises the maintenance of the Center

Assesses and evaluates services needs/programming

Recommends, develops, and facilitates services that need to be addressed by the Youth Service Center

Facilitates and assists the Youth Service Center Advisory Council to provide community input and influence on matters pertaining to the success and services of the Center

Participates with school administrators in developing and facilitation professional development programs for school personnel, community agency personnel, community volunteers, etc.

Gathers, compiles and maintains all necessary data that is required by Marion County Youth Service Center, Marion County Board of Education, and/or other governing agencies

Performs other responsibilities as may be assigned by the superintendent, CHR, or KDE

Follow up with agencies with whom referrals are made

Work with other community providers to increase the availability of services in the community

Evaluate programs systematically and regularly

Maintain records of referrals made and services provided

Develop policies and procedures as needed

Be responsible to maintain budget information and planning

Able to type and use computer & related software

SUPERVISORY RESPONSIBILITIES: Youth Service Center Staff

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCES: Bachelor of Arts or Science and/or experience in human services

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS: Two years Associate Degree and/or experience in human services field; Experience supervising and evaluating programs; Strong enthusiasm and self motivation; Capacity for building strong personal relationships with consumers, providers and community; Experience working with low income families; Valid Kentucky Drivers License and CDL License

OTHER SKILLS and ABILITIES: Demonstrated leadership ability and general knowledge of issues and problems in all areas that affect students and/or families referred to the Center. Ability to establish and maintain effective working relationships with students, staff, and community agencies. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to deal tactfully with students, staff, community agencies, parents, and visitors. Ability to maintain confidentiality. Must be dependable, honest, and trustworthy.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and occasionally walk or stand. The employee is occasionally required to talk and hear. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The position requires meeting deadlines with several time constraints, interacting with the public and staff, irregular or extended work hours. The employee is responsible for safety, well-being, and work output of others.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The noise level in this position varies. When visiting a classroom the noise level may be loud, in the office, quiet and at meetings, moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.