

# **CONEJO RECREATION & PARK DISTRICT**

**Job Title: Senior Outreach Specialist**

**Division:** Recreation & Community Services

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## **Summary:**

Under general supervision, assists in organizing, leading and conducting prevention and intervention programming, provides crisis intervention, community social service referrals and coaching for teens; and performs other related duties as assigned.

## **Essential Duties & Responsibilities:**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, schedules, assigns, supervises and participates in outreach programs and services for hard-to-reach middle and high school students; interprets and communicates District policies to staff and ensures compliance with applicable federal, state and District safety regulations; interviews and participates in selecting new part-time staff; provides feedback for performance reviews.
- Contributes to the development of and monitors performance against the program budget.
- Redirects youths into socially constructive lifestyles through employment, education and recreational activities; models positive behavior through engagement in productive activities such as neighborhood teen clubs and camps; guides teens in goal setting and self-esteem building in high-risk populations.
- Assists youths in recognizing the consequences of their decisions; supports building life and social skills to enable students to become responsible members at school, in the community and at home.
- Provides ongoing coaching, researches and identifies referral services, makes referrals, communicates with responsible adults to prevent youth involvement in the justice system; avails presence to promote contact with hard-to-reach teens, preserves confidentiality of communication when possible.
- Develops relationships, liaises and identifies programmatic services needs with teens, community groups and schools; assists supervisor with the development, enhancement and implementation of new and existing services and programs for teens and gang-affiliated individuals; assists in monitoring program effectiveness and in tracking metrics and data used for funding and program evaluation.
- Develops volunteer and employment opportunities and referrals for at-risk youth; contacts local agencies, develops vital relationships with stakeholders, connects youths with suitable programs; maintains knowledge and awareness of available resources and referral channels according to District guidelines.
- May serve on community task forces targeting at-risk youth.

## **Other Duties & Responsibilities:**

- Assists District recreation staff with conducting training programs for youth.
- Conducts personal development community workshops.
- May be required to drive a District or personal vehicle
- Non-exempt employees may be required to work overtime.
- Participates during disasters or when emergency response is needed.
- Performs other related duties as assigned.

## **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill and/or ability listed below is qualifying.

### **Education and Experience:**

A typical way to obtain the knowledge and abilities would be: graduation from a two-year college with an associate degree with an emphasis in recreation, psychology, social work or a related field; and two years of experience in group recreation, juvenile correction or related juvenile work that provided knowledge of the cultural and psychological aspects of gang activities, principles of adolescent development, and in conducting public recreation programs and social service agencies; or an equivalent combination of education and experience.

### **Language Ability:**

Ability to read and interpret information involving local task forces, schools and the juvenile justice system. Ability to communicate effectively in oral or written form. Ability to present information in public forums. Ability to speak Spanish is desirable.

### **Math Ability:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to develop and interpret statistical information.

### **Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions in written or oral form. Ability to exercise a high degree of independent judgment.

### **Certificates and Licenses:**

- First Aid & CPR/AED within 90 days of employment with ability to maintain certifications thereafter as a condition of employment.
- Valid California driver's license with a good driving record and current automobile insurance.

- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.
- Proof of a negative TB skin test.
- Department of Justice fingerprint clearance.

### **Other Required Skills:**

Ability to communicate effectively and gain confidence among teens. Ability to relate and exhibit cultural awareness and sensitivity to individuals representing a variety of diverse backgrounds and cultures. Proficient use of Microsoft office.

### **Supervisory Responsibilities:**

This position has no supervisory responsibilities. Provides lead work guidance to support staff.

### **Work Environment:**

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

Employees work under typical office conditions and may be required to work nights and weekends. While performing the duties of this job, the employee works in a community center, school sites or office environment subject to frequent public contact and interruption, and to intermittent exposure to individuals acting in a disagreeable fashion. The noise level is usually moderate. The employee frequently works in the field and in outdoor weather conditions, exposed to extreme heat or cold, wet or humid conditions, and where the noise level may be loud.

### **Physical Demands:**

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

While performing the duties of this job, the employee is regularly required to sit, stand or walk; use hands or fingers to touch, handle or feel; use hands and arms to reach; talk or hear. Vision requirements include close, distance, color and peripheral vision; depth perception; the ability to adjust focus and to see well in poor lighting or at night. The employee is regularly required to lift, push, or pull up to 25 pounds and occasionally up to 50 pounds.

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*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.*