

CONEJO RECREATION & PARK DISTRICT

Job Title: Outreach Specialist

Division: Recreation & Community Services

Summary:

Under general supervision, facilitates youth engagement through prevention programming and provides ongoing support, crisis intervention, community social service referrals, and coaching for the teen population; and performs other 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.

- Identifies and directly engages hard-to-reach middle and high school students; builds trust through positive communication; conducts individual and group meetings with students to provide support in mentor/mentee relationships; provides safe space for teens to express challenges; assists youth population in utilizing coping mechanisms in crisis situations; offers possible solutions to prevent recurrence of problems.
- Redirects youth into socially acceptable behaviors and socially constructive lifestyles through employment, education and recreation; 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/social skills and developing executive function to enable students to become responsible members at school, in the community and at home.
- Provides ongoing and crisis coaching, researches and identifies referral services, makes referrals to proper units, communicates with responsible adults to prevent youth involvement in the justice system.
- Frequents local commercial complexes, parks and various community hot spots to interact and maintain positive contacts with store vendors, teens and gang-affiliated individuals; promotes contact with hard-to-reach teens, preserves confidentiality of communication when possible; networks with neighborhood and community organizations.
- 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; regularly corresponds with other District staff and administrators, school officials and community leaders; confers with community groups and schools to formalize program ideas and promote participation in school and District programs.

- Conducts youth-related trainings for District staff as well as community development workshops; prepares and maintains a variety of records and reports.

Other Duties & Responsibilities:

- May 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. The requirements listed below are representative of the knowledge, skills and/or ability required:

Education and Experience:

A typical way to obtain the knowledge and abilities would be: graduation from a two-year college with an associate degree, and at least 2,000 hours of relevant work or volunteer experience. A bachelor's degree in social work or a related field is preferred. Candidates must be at least 18 years old.

Language Ability:

Ability to communicate effectively in English in both written and oral forms. Ability to write routine correspondence using correct spelling and grammar.

Math Ability:

Ability to add, subtract, multiply and divide whole numbers, fractions and decimals.

Reasoning Ability:

Ability to use common sense and exercise good judgement in solving problems. Ability to establish effective relationships with fellow employees, volunteers, participants and parents/guardians.

Certificates and Licenses:

- First Aid & CPR/AED within 90 days of employment and ability to maintain certifications thereafter as a condition of employment.
- Valid California driver's license with a good driving record and current automobile insurance.
- Department of Justice fingerprint clearance.
- Proof of negative TB skin test.

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.

Supervisory Responsibilities:

This position has no supervisory responsibilities. This position may provide guidance or direction to other part-time employees and volunteers.

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.

While performing the duties of this job, the employee works in a community center 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 and 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 up to 10 pounds and frequently up to 25 pounds.

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Revised 4/4/24

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.