

JOB DESCRIPTION: PKZ STAFF ASSISTANT/YOUTH ACTIVITY COORDINATOR**BENEFIT GROUP:** SWN**JOB CODE:** COG05**PAY GRADE:** S20**AUTHORIZED STRENGTH:** 40

PAY RANGE: Min: \$12.57 per hour
Mid: \$15.71 per hour
Max: \$18.85 per hour

NATURE OF WORK:

Under supervision of the Youth Development Coordinator, this position assists to create comprehensive, holistic programs for at-risk youth including the development of training/enrichment opportunities, employability skills, professional development, health & wellness and athletic programming; assists to develop relationships with community and corporate partners that help to support the mission and goals of the department; conduct community outreach and perform other related duties as assigned. Performs varied, complex secretarial and/or clerical work of above average difficulty and usually of a specialized nature and involves complicated and varied procedures or work methods, and permit reasonable initiative and independent judgment. The primary functions of this classification are maintaining complex records, gather and develop statistical data for reports, provide information/customer service, interview, and verify technical information. Positions require the application of specialized knowledge in interpretation of ordinances, rules, regulations, or procedures, working independently on certain assignments. Work is performed under the general supervision of the Youth Development Coordinator and is reviewed through meetings, reports submitted, observation, and evaluation of results obtained.

EXAMPLES OF WORK PERFORMED:

NOTE: THE LISTED DUTIES ARE ONLY ILLUSTRATIVE AND ARE NOT INTENDED TO DESCRIBE EVERY FUNCTION THAT MAY BE PERFORMED BY THIS JOB CLASS. THE OMISSION OF SPECIFIC STATEMENTS DOES NOT PRECLUDE MANAGEMENT FROM ASSIGNING SPECIFIC DUTIES NOT LISTED IF SUCH DUTIES ARE A LOGICAL ASSIGNMENT TO THE POSITION.

Gathers and organizes information from various sources and types statistical reports. Researches varied records and files, retrieves and provides information according to department policy; may summarize data and prepare reports. Seek out and develop mentoring opportunities for youth with partner organizations; Create opportunities which encourage students to increase physical activity; Assists with develop opportunities for youth to improve their health through comprehensive nutrition education; Assist with providing employment and volunteer training assigned to the youth development program; May interview and assist persons in completing applications for employment. Establishes and maintains electronic document retention files to include the identification, indexing, and storage of information on participants in the program. Attends meetings and

conferences; Composes and types correspondence of a routine nature; revises and develops formats for forms and reports. Collects and organizes data from various sources and prepares routine and periodic reports; may tabulate and verify totals. Establishes and maintains a comprehensive filing system; maintains and updates office manuals. Receives telephone calls and provides information regarding the operations and procedures of the assigned area; refers difficult or unusual situations to supervisor; Answers difficult inquiries and customer complaints, explains functions and services of department; requests action from proper department and records action taken/results obtained. Maintains appointment calendar and schedules appointments as instructed;

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of English composition, general math, and office practices and procedures. Skilled in providing excellent customer service. Knowledge of youth development principles, available resources and programs for servicing targeted at-risk youth. Knowledge of the challenges faced by youth and their families who reside in high poverty, high crime neighborhoods. Knowledge of methods of building community consensus and leading teams toward achievement of common goals. Ability to type and operate personal computer, various office equipment and software/programs such as: scanners, copiers, etc. Ability to work independently, maintain confidentiality and adhere to established routines and practices. Ability to establish and maintain effective working relationships with employees and the public. Ability to learn codes/procedures of assigned area, and to maintain moderately complex records. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective work relationships with others including managers, staff, clients, other agency specialists and professionals, and the public.

MINIMUM QUALIFICATION REQUIREMENTS:

High school diploma plus two (2) to three (3) years clerical and experience in youth intervention and prevention programs along with health and wellness or other closely related experience; or an equivalent combination of education and experience. Requires successful completion of a background investigation. Requires valid driver's license in Florida by hire date.