

NOTICE OF POSITION OPENING

Position **Youth Development Coordinator**

Date To Be Filled Until Filled

Salary Range \$44,000 – 51,000 for 260 days of work per year

Qualifications (See attached job description)

Application Deadline **12/11/2009**

Please send cover letter, application and resume to:

Center for Schools and Communities
275 Grandview Avenue
Suite 200
Camp Hill, PA 17011
PH: (717) 763-1661

or email resume to cscresume@csc.csiu.org

Applications at www.csiu.org or www.center-school.org

CSIU staff ... Please notify your immediate supervisor before
applying with the office of human resources.

PLEASE DO NOT REMOVE THIS POSTING

**CENTRAL SUSQUEHANNA INTERMEDIATE UNIT
PO BOX 213 - Lewisburg, PA 17837**

JOB DESCRIPTION

JOB TITLE: Youth Development Coordinator

ORGANIZATIONAL RELATIONSHIP: The Youth Development Coordinator reports directly to the Center for Schools and Communities (CSC) Youth Development Project Manager and in his/her absence to the Youth Development Program Manager.

JOB DEFINITION: The Youth Development Coordinator has primary responsibility for the development and implementation of training and technical assistance to statewide youth development projects including 21st Century Community Learning Centers, Homeless Education, Learn and Serve, PPT/ELECT and other related projects. The coordinator will be responsible for technical assistance, site visits, coordination of training and resource development and information gathering to assist schools and other organizations in the provision of quality services to children and families.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Project Development and Planning:

1. Work with team members to develop project action plans
2. Research and implement new programs
3. Ongoing research of model programs and projects in related areas
4. Prepare materials for posting on the web site
5. Conduct research and develop resources for use in the field

Project Implementation:

6. Coordinate program activities for statewide youth development initiatives, including implementation of trainings, workshops and conferences, grant administration and monitoring, provision of technical assistance (including on-site technical assistance), and preparing regular correspondence to the field.
7. Develop and coordinate technical assistance for appropriate entities.
8. Conduct site visits.
9. Plan and implement conferences, trainings and in-service activities with team members

Liaison:

10. Develop and maintain contacts with appropriate Central Susquehanna Intermediate Unit staff, other service agencies and other related Central Susquehanna Intermediate Unit programs.
11. Attend Pennsylvania Departments of Education, Health and Public Welfare-sponsored workshops regarding project implementation.
12. Participate in Center staff meetings and participate in special meetings and/or task force meetings.
13. Attend specified conferences to remain current in the field

Data Collection/Evaluation:

14. Assist in developing appropriate evaluation methods and data collection instruments for each initiative to demonstrate effectiveness.
15. Assist with training statewide providers on use of instruments.
16. Assist with data collection and processing.
17. Assist with preparing reports.

Information Processing:

18. Review and distribute regulation directives and other information pertinent to project operations.
19. Assist in the preparation of monthly, quarterly and annual reports on project activities.
20. Prepare information for news releases and develop resource materials including publications.
21. Research and prepare correspondence and informal bulletins for statewide programs.
22. Prepare site visit reports and weekly reports.

Inter-project Coordination:

23. Assist in coordinating Center projects to facilitate resource sharing and availability of services.

OTHER MAJOR DUTIES AND RESPONSIBILITIES:

- Other duties as assigned

EDUCATION, EXPERIENCE, SKILLS AND KNOWLEDGE REQUIRED:

- Minimum requirements are a Bachelor's Degree in education or one of the social sciences and 5 years related experience.
- Extensive knowledge and experience in effective youth development and/or afterschool practices.
- Excellent research skills, utilizing the internet as well as print and other sources.
- Excellent critical and analytical thinking skills.
- General understanding of program evaluation methodologies.
- Understanding of adult theories of learning and organizational training, experience in developing training.
- Excellent verbal skills, including public speaking experience.
- Excellent writing skills, including experience in writing for professional publications including resource and research articles, grants, web newsletters and correspondence.
- Ability to prioritize and organize multiple activities.
- Ability to develop and maintain positive relationships with colleagues and clients both internal and external.
- Experience in Program planning and development.
- Experience with work involving children, adolescents and families.
- Word processing
- Public Speaking experience
- Five (5) years field experience
- Current Act 151 (Child Abuse) and Act 34 (Criminal Record) and Act 114 (FBI Fingerprint) clearances are required

PHYSICAL REQUIREMENTS:

- Ability to use keyboards, monitors and computers without assistance.
- Ability to use a telephone without assistance.
- Ability to lift and carry materials up to 25 lbs.
- Ability to travel to variety of work locations on a frequent basis.

TIME REQUIREMENTS:

- 12-month position
- Frequent overnight travel for site visits, meetings and conferences.
- Attendance at work is a requirement of this position; any and all absences must be approved by the immediate supervisor.

CSIU PROPERTY AND CONFIDENTIALITY REQUIREMENTS:

1. All property, including intellectual property, materials, equipment or actual products and services developed or accrued as part of the job duties and responsibilities listed above, is the property of the CSIU. It may not be used for personal profit or gain and will be relinquished to the CSIU upon termination of employment from the CSIU.
2. The person employed in this position shall maintain confidentiality with regard to the personal and private information about clients and coworkers, programs and services and any other proprietary information accrued as a result of CSIU employment or as required by state or federal laws and regulations.
3. The person employed in this position must adhere to all requirements identified in the code of professionalism entitled "Ambassadors Are Professionals, Too."

EMPLOYEE NAME: _____
(please print)

EMPLOYEE SIGNATURE: DATE:

POSITION CLASSIFICATION:

SUPERVISOR SIGNATURE: DATE: