



RUSK COUNTY JOB POSITION/DESCRIPTION

POSTION: Youth Development Program Assistant / Rusk Restorative
Youth Program Coordinator Score: 380

Hourly Rate: \$17.92

General Summary:

The Youth Development Program Assistant works in solely and partnership with other community youth-serving organizations to plan, teach, teach and evaluate educational programs that support the positive development of youth, especially in the areas of leadership, interpersonal and citizenship skills. The Program Assistant will collaborate to to create and support an integrated, vibrant youth development program that meets the unique and challenging needs of the youth and adult volunteer audience in Rusk County. This position will also guide and counsel volunteers associated with the Restorative Youth Justice and other program-related groups. Additional duties include, but are not limited to:

General

- Collaborate with community partners to coordinate need-based educational programs
- Expand access to programming to more and different youth through outreach efforts
- Provide ongoing education about positive youth development to community stakeholders
- Consider and encourage others to develop programs based on aspects of positive youth development
- Recruit, develop, and manage youth and adult volunteers
- Develop educational and promotional materials
- Support the 4-H community club program especially in the areas of youth and adult volunteer development; leadership development; communication and marketing; county wide 4-H project and program committees and educational events
- Assist in planning, implementing and evaluating 4-H community club related educational programs
- Coordinate county-based communication (weekly updates, newsletter, Facebook)
- Provide guidance and counsel to youth and families involved with programming
- Report on program evaluations to improve program effectiveness
- Assist with the coordination of educational programs with community partners
- Provide ongoing education to youth (volunteer and participants), family and adult volunteers
- Be aware of current needs of youth in Rusk County and focus programming accordingly
- Maintain working relationships with stakeholders including county board of supervisors

Rusk Restorative Youth Justice

- Coordinate program services and project activities; functioning as the primary contact for the day-to-day work
- Coordinate logistics for all the objectives of various programs
- Assist in the development of school and community based education about the practices of restorative justice

- Assist with organizing and coordinating individuals including, public and private agencies and businesses to plan and take action on problems and issues related to juvenile delinquency specifically, alcohol, tobacco, drug abuse, truancy and traffic violations
- Compile reports, arrange meetings and coordinate communication with partners
- Coordinate with Department of Health and Human Services, law enforcement and county schools to receive referrals for various programs
- Coordinate Truancy Court, work with participants, schools, law enforcement, and District Attorney
- Track activities and outcome evaluation methods to verify the achievement of each measureable objective
- Provide appropriate education and training to adults and volunteers
- Examine potential unmet needs of youth in the Restorative Justice program and work to provide opportunities for those to be effectively met

I. SKILL

Knowledge: (Level 3)

This position requires knowledge of a general/technical field. (Equivalent to an associate degree.)

Experience: (Level 3)

Two to three years of related work experience.

II. RESPONSIBILITY

Supervision: (Level 1)

Individual Contributor – Responsible primarily for own work assignments. May provide training or assistance to others.

Administrative: (Level 2)

Administrative responsibilities are moderately complex and involve the same or similar moderately complex functions.

Customer Relations: (Level 2)

Customer/public relations are a required element of the job, with internal customers at the county and or public served.

Government Relations: (Level 2)

Minimally involved with governmental relations.

Safety of Others: (Level 1)

This position is responsible for the safety of others on the job.

Complexity of Duties: (Level 2)

Duties are somewhat semi-routine.

- Maintains documentation that meets professional/ billing expectations and program standards. Prepares correspondence, reports, and other records as required.
- Ability to collect, organize/summarize data, performs assessments, make appropriate independent decisions and communicate effectively.

III. WORKING CONDITIONS

Environmental: (Level 1)

Usual office working conditions – comfortable work environment.

Physical Demand: (Level 1)

The job entails minimal physical demands.

Some lifting, moving, bending, twisting, etc. is required.