

**School Administrative Unit #33**  
**Job Description**

**TITLE: Director of Youth Services**

**REPORTS TO:** Executive Director of Student Support Services

**EVALUATION:** Executive Director of Student Support Services and Superintendent

**SUPERVISES:** Site Directors, Group Leaders, After School Aides and Volunteers

**GENERAL SUMMARY:** This position is responsible for oversight of all aspects of the Raymond 21CCLC Learning Enrichment After School Program (LEAP).

**QUALIFICATIONS (SKILLS/EXPERIENCE/TRAINING REQUIRED):**

- Bachelor's degree and at least 3 years of equivalent work experience
- Experience working in public schools preferred
- Experience in community outreach, recruiting volunteers and coordinating volunteer activities
- Experience in developing and managing large budgets
- Experience overseeing and executing grant-funded projects
- Strong written and verbal communication skills; able to disseminate information to various public boards and stakeholders regarding program status
- Must have high self-motivation and initiative
- Must have good human relations skills including the ability to keep confidentiality and show initiative when appropriate; facilitate meetings and communication with multiple site staff
- Ability to perform basic computer skills including proficiency in word, excel, maintaining website and social media accounts, and web-based reporting
- Ability to collect and track payments from a financially diverse group of participants
- Ability to reach out to partners and community businesses for financial or other forms of support
- Ability to connect with potential new partners and form relationships to benefit the youth of the community
- Ability to work flexible hours
- Ability to travel to multiple sites; reliable transportation

**ESSENTIAL JOB FUNCTIONS:**

- Management of the Title IV grant and other grants associated with this program
- Hiring site directors and all other staff
- Development of contracts with partners
- Develop and manage large budgets
- Reporting to the LEAP Advisory Board and the Superintendent of Schools
- Assisting the Advisory Board with the evaluation of the program

- Planning for and acquiring contractors for the program
- Grant writing
- Working to assure the sustainability of the program
- Serve as a key figure for public relations between the LEAP program and the Raymond Community

**OTHER DUTIES AND RESPONSIBILITIES:**

- Performs other related duties as required by supervisor(s)

**PHYSICAL ACTIVITY REQUIREMENTS**

<b>Lift</b> up to 10 lb.	N	R	<u>O</u>	F	C	<b>Twisting</b>	N	R	<u>O</u>	F	C
<b>Lift</b> 11 to 25 lb.	N	R	<u>O</u>	F	C	<b>Bending</b>	N	R	<u>O</u>	F	C
<b>Lift</b> 26 to 50 lb.	N	<u>R</u>	O	F	C	<b>Crawling</b>	<u>N</u>	R	O	F	C
<b>Lift</b> over 50 lb.	<u>N</u>	R	O	F	C	<b>Squatting</b>	N	R	<u>O</u>	F	C
<b>Carry</b> up to 10 lb.	N	R	<u>O</u>	F	C	<b>Kneeling</b>	N	R	<u>O</u>	F	C
<b>Carry</b> 11 to 25 lb.	N	R	<u>O</u>	F	C	<b>Crouching</b>	N	R	<u>O</u>	F	C
<b>Carry</b> 26 to 50 lb.	N	<u>R</u>	O	F	C	<b>Climbing</b>	<u>N</u>	<u>R</u>	O	F	C
<b>Carry</b> over 50 lb.	<u>N</u>	R	O	F	C	<b>Balancing</b>	N	<u>R</u>	O	F	C

**Work Surface(s)**

<b>Reach</b> above shoulder height	N	R	<u>O</u>	F	C
<b>Reach</b> at shoulder height	N	R	<u>O</u>	F	C
<b>Reach</b> below shoulder height	N	R	<u>O</u>	F	C
<b>Push/Pull</b>	N	R	<u>O</u>	F	C

<b>KEY</b>
N = not required
R = rarely
O = occasionally
F = frequently
C = constantly

**Hand Manipulation**

<b>Grasping</b>	N	R	O	<u>F</u>	C
<b>Handling</b>	N	R	O	<u>F</u>	C
<b>Torquing</b>	N	R	<u>O</u>	F	C
<b>Fingering</b>	N	R	O	<u>F</u>	C

**Controls and Equipment:**

(list tools and/or equipment required to be used in this position)

Computer, calculator, telephone, copier, scanner, fax, postage meter, smartboard

**During an 8 hour day, employee is required to:**

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
<b>Sit</b>	<u>1</u>	2	3	4	5	6	7	8	1	2	3	<u>4</u>	5	6	7	8
<b>Stand</b>	<u>1</u>	2	3	4	5	6	7	8	1	2	<u>3</u>	4	5	6	7	8
<b>Walk</b>	<u>1</u>	2	3	4	5	6	7	8	<u>1</u>	2	3	4	5	6	7	8

**Cognitive And Sensory Requirements:**

- Talking: Necessary for communicating with others  
Hearing: Necessary for receiving instructions and queries  
Sight: Necessary for doing job effectively and correctly  
Tasting & Smelling: Not required

**Employer Expectation for the amount of lapsed time required by a typical worker to learn the skills of this job description** (Specific Vocational Preparation Requirement)

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days.
- 3. 30-90 days.
- 4. 91-180 days.
- 5. 181 days to 1 year.
- 6. 1 to 2 years.
- 7. 2 to 4 years.
- 8. 4-10 years.
- 9. Over 10 years.

**Summary Of Occupational Exposures:**(list any materials position may be using, any exposure to the elements, any exposure to bodily fluids, noise, etc.)May be exposed to cleaning fluids and copier toner

**Other Items to consider**

Environment: Inside: 85% Outside: 15%

Work Surfaces: carpet and tile floors, chair and standard desk

This is a fairly active position but employee is not required to do extensive physical exertion. Travel between different District schools is necessary. Employee is typically able to sit and stand as needed.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Classification: Exempt; 220 day contract per school year

Adopted:

Revised:

Revised: