

JOB TITLE: FRYSC COORDINATOR III

REPORTS TO: CHIEF OPERATIONS OFFICER

SALARY SCHEDULE: CERTIFIED SALARY SCHEDULE, 75% OF RANK II, BASED ON EXPERIENCE

CLASS CODE: 7493

Scope of Responsibilities

Assumes responsibility for development and coordination of resource center program; selects and provides training for staff; develops and maintains contact with business and community representatives.

Performance Responsibilities

1. Develops, reviews and updates a program and service delivery for a center based on participant needs assessment.
2. Recruits, develops and provides community services.
3. Develops, coordinates and facilitates training program for staff (paid and volunteer).
4. Assures compliance with any federal, state, local and district regulations.
5. Evaluates and monitors effectiveness of program components and center staff.
6. Seeks funding sources.
7. Maintains contact with and acts as liaison to business and community resources.
8. Duties may include performance of health services, for which training will be provided.
9. Performs other duties as assigned by Chief Operations Officer and/or the superintendent.

Minimum Qualifications

1. Bachelor's Degree
2. Successful experience with business/community agencies/resources
3. Successful experience working with youth and adults from diverse backgrounds
4. Valid driver's license

Desirable Qualifications

1. Training in counseling social work

Physical Demands

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.