TITLE:	**Juvenile Program Coordinator**	**JOB CODE:**	1367
PREPARED:	7/15/09	**FLSA:**	Non-Exempt
UPDATED:		**REVISION #:**	

Summary: Under direct supervision of the Chief Juvenile Probation Officer, provides overall administration of specialized programs for the Churchill County Juvenile Probation Department.

Distinguishing Characteristics: None.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Organizes, facilitates, coordinates, markets and promotes specialized projects/programs for the department.
- Recruits, trains and monitors the work of program participants.
- Recruits and performs formal intake to screen program candidates; secures parental permission to enroll the youth into the program; instructs classes to youth and parents.
- Monitors progress of program participants, including home visits, as necessary.
- Prepares all reports and other administrative activities required for the program.
- Performs all required research and documentation to maintain eligibility for the state/federal grant and/or funding source that supports the program.
- Coordinates, plans, organizes and administers special events for the community as required by the program.
- Transports program participants to program sites, as necessary.
- Performs related work as required.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of the principles and practices of youth program development and administration.
- Knowledge of the principles and practices of marketing and public relations.
- Knowledge of standard office procedures and equipment.
- Knowledge of grants administration.
- Knowledge of County policies, procedures, rules and regulations.
- Skill in effectively leading and training others.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in operating a personal computer and software applications.
- Skill in effective oral and written communications.

- Skill in establishing and maintaining effective working relationships with youth, parents, program mentors and the general public.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

Education, Experience, Certifications and Licenses:

- Associate's Degree in Psychology, Counseling or a closely related field.
- Experience in youth program administration and/or working with at risk youth.
- Possession of a valid State of Nevada Driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal and external environments.
- Subject to physical harm such as dangerous vehicles, gun shots, and physical attacks.
- May be exposed to hazardous chemicals, drugs, infectious and communicable diseases.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting objects up to 25 pounds.

Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment, calculator, video equipment and a motorized vehicle.