



## **JOB DESCRIPTION**

**Position Title: Youth Court Alliance Program Assistant**

**Reports To: Youth Court Alliance Director**

**Date: October 18, 2017**

**FSLA Status: Non exempt**

### **Position Summary**

The Youth Court Alliance Coordinator, a part time grant funded position, will be responsible for supporting the Youth Court Alliance Director with implementation of the Youth Court Alliance Program in York County.

### **Key Responsibilities**

1. Program planning, development and implementation skills.
2. Support volunteers and program implementation for the Youth Court Alliance in Youth Court Alliance sites in York County.
3. Support development and implementation of the Youth Court Alliance.
4. Maintain and organize individual files for all Youth Court Alliance Participants.
5. Collect data required for proper evaluation of program.
6. As requested, work with Youth Court Alliance Director in supervising the internship program.
7. Maintain confidentiality of all program related materials, clients, and cases.
8. Resource Development
9. Assure the integrity of projects funded with public and private funds.
10. Track program expenses to ensure grant funds are spent within budgetary guidelines.
11. Communication and Public Education
12. Ensure safety of program Members and Participants at all times.
13. Classroom Management
14. Assist with the planning of events for Youth Court Alliance.
15. Providing appropriate resources to students and their families at the discretion of the Youth Court Alliance Director.
16. Educate the community, stakeholders, business leaders, and families about community supports surrounding education.
17. Provide Spanish translation services to support the Youth Court Alliance program.
18. Other responsibilities as assigned.

The above requirements are representative of minimum knowledge, skills, and abilities. To perform this job successfully, the individual will possess the ability and aptitude to perform each duty proficiently, and comply with the United Way of York County's policies and procedures, as outlined in the Employee Handbook.

## Educational and Other Requirements

1. Prefer a degree in education, behavioral or social sciences, criminal justice, organizational development, or related degree.
2. Excellent written and oral communication skills in English and Spanish.
3. Minimum of 1 years of experience in program implementation. This can include 1 years of consistent volunteer experience with one program.
4. Ability to work effectively with all types of people and organizations.
5. Ability to work with children and high school aged youth.
6. Ability to recruit, train and supervise work of volunteers.
7. Demonstrated reliability and positive work habits.
8. Ability to be a constant role model and mentor to youth.
9. Excellent written and oral communication skills.
10. Experience with data collection and writing grant reports.
11. Fully proficient in the use of Microsoft Office (Word, Excel, PowerPoint, Outlook).
12. Capable of multi-tasking and working under pressure.
13. Possess a valid driver's license and have access to and the ability to drive a motor vehicle.
14. Ability to pass background checks.
15. Must have 100,000/300,000 automobile insurance coverage.
16. Must have after school availability. Program hours conclude around 6:15pm Monday through Thursday.

By November 1, 2017 please send **cover letter** and **resume** by email or mail to:

Elizabeth Richard  
United Way of York County  
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YORK COUNTY  
**TRUANCY PREVENTION**  
INITIATIVE

