

CONEJO RECREATION & PARK DISTRICT

Job Title: Outreach Specialist

Division: Recreation & Community Services

Summary:

Under general supervision, develop prevention and intervention programming, provide crisis intervention, community social service referrals and leisure counseling for the teen population.

Essential Duties and Responsibilities:

- Assist youth population in utilizing coping mechanisms in crisis situations.
- Redirect youth into socially constructive lifestyles through employment, education and recreational activities.
- Assist youth in recognizing the consequences of their decisions.
- Provide counseling and referral services to prevent youth's involvement in the juvenile justice system.
- Frequent local commercial complexes, parks, and various community hot spots to interact and maintain positive contacts with store vendors, the teen population, and gang affiliated individuals.
- Develop volunteer and employment opportunities and referrals for at-risk youth through contacts with job trainers, employers, and community groups.
- Serve on community task forces dealing with at-risk youth in the community.
- Confer with community groups, including Neighbor Watch groups, to evaluate and formalize program ideas.
- Prepare and maintain a variety of records and reports.
- Speak to community groups and schools to promote participation in activities.
- Transport participants to events.

Other Duties and Responsibilities:

- Assist in conducting training programs regarding youths for District recreation staff.
- Provide liaison between community residents and the District.
- Conduct personal development community workshops.
- Performs related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. *

Education/Experience:

Bachelor's Degree with emphasis in recreation, psychology, social work or related field; one (1) year of experience in group recreation, juvenile correction or related juvenile work which has provided knowledge of the cultural and psychological aspects of gang activities, principles of adolescent development, conducting public recreation programs and social service agencies; or an equivalent combination of education and experience.

Language Ability:

Ability to read and interpret information involving local task forces, schools and the juvenile justice system. Ability to communicate effectively in oral or written form. Ability to present information in public forums. Ability to speak Spanish is desirable.

Math Ability:

Ability to add, subtract, multiple, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to develop and interpret statistical information.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written or oral form. Ability to exercise a high degree of independent judgment.

Certificates and Licenses:

California Driver's License with ability to obtain a Class B designation. First Aid and CPR certificates within 6 months. All positions working with children under 18 require fingerprint clearance.

Supervisory Responsibilities:

This position has no supervisory responsibilities but may provide oversight to the skate park.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *

While performing the duties of this job the employee is regularly exposed to outdoor weather conditions. The noise level in the environment is moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. *

While performing the duties of this job the employee is regularly required to talk or hear. The employee is frequently required to walk. The employee is occasionally required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl. The employee is occasionally required to lift up to 100 pounds. Vision requirements are those required for driving.

*Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Title: Outreach Specialist
JD3021 Reviewed 1/10

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.