CLASS TITLE: PROJECT SPECIALIST II – Friday Night Live Programs

BASIC FUNCTION:
Under the direction of the Comprehensive Health and Prevention Programs Director, this position will coordinate district Friday Night Live Partnership Programs by working closely with program staff and community partners in collaboration, strategic planning, project planning, implementation, budget and resource management, and contract monitoring to accomplish Friday Night Live (FNL) Program goals and objectives as written in the contract between VCOE and Ventura County Behavioral Health Alcohol and Drug Programs. FNL Partnership Programs include: Friday Night Live (high school), Club Live (middle school), FNL Kids (grades 4 – 6) and FNL Mentoring (pairs high school mentors with at-risk middle school protégés).

REPRESENTATIVE DUTIES:
Function as a liaison between VCOE, Ventura County Behavioral Health Alcohol and Drug Programs (VCBH/ADP), FNL school programs, Ventura County Public Health Tobacco Education and Prevention Program, and California State Friday Night Live Partnership;

Work with the Comprehensive Health and Prevention Programs (CHPP) Director in managing all aspects of the VCBH/ADP contract. Provide CHPP Director quarterly budget status updates. Conduct site visits and submit evaluations and reports such as those required by VCBH, California State Friday Night Live Partnership and California Outcomes Measurement Service for Prevention (Cal OMS). Provide support for FNL programs to evaluate programs for quality and compliance with FNL standards of practice, operating principles and core components and in accordance with the VCBH ADP contract;

Provide support and training for FNL advisors and mentors and youth members to develop a compliant program plan and goals;

Provide support to FNL programs to efficiently prepare for annual FNL program and Cal OMS evaluations as well as surveys of mentors and protégés in FNL Mentoring Programs and the annual Youth Development Survey of all FNL members;

Provide technical assistance and related support to FNL programs at least monthly to assist with the implementation of goals determined based on the chapter plan;

Assess FNL programs staff development needs. Plan and coordinate professional development;

Coordinate, provide and promote locally all California State FNL Partnership initiated statewide program support resources;

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Facilitate communication and discussion among FNL chapters, program advisors, Youth Advisory Committee and FNL Alumni Group regarding their program practices and technical assistance needs including, but not be limited to: formal/informal networks, discussion forums, and working committees;

Attend meetings, conferences, workshops in the state and community to stay abreast of the latest research and best practices to help bridge theory and practice for FNL partners;

Utilize and coordinate with other existing regional networks designed to assist LEAs and their collaborative team in their efforts to increase student achievement via a youth development model, including, but not limited to: Service Learning, Advancement Via Individual Determination (AVID), VCBH/ADP programs and services, LEA TUPE grantees, RtI² and services for students with disabilities; and

Serve as a member of the Ventura County Healthy Safe Supportive Schools (HS3) Committee and the Ventura County Public Health Tobacco Coalition.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:
Existing FNL programs in the region including, but not limited to:
   a) Program characteristics;
   b) Funding sources;
   c) Populations served;
   d) Technical assistance needs;
   e) Professional development needs;
   f) Resource requirements, including sustainability;
   g) Promising practices in program organization and management; and
   h) Youth development enrichment activities.
Coaching skills to support sites using the FNL standards of practice, operating principles and core components to achieve high quality programs;
Current research that is descriptive of high quality youth development programs;
Assessment programs/methodologies that use formal and informal measures of achievement and evaluation;
Adult and youth learning theory;
Interpersonal skills using tact, patience, and courtesy;
Oral and written communication skills;
Public speaking and presentations;
Computer operation and related software;
Local, state and federal regulations, funding and policy related to youth development programs; and
VCOE and VCBH organization, operations, policies and objectives.

ABILITY TO:
Work effectively with adult and youth learners;
Plan, organize, and implement projects;
Advise, consult, and implement strategies related to high quality development for youth development programs;
Prioritize and schedule work;
Maintain current knowledge of program rules, regulations, requirements, and restrictions.
Meet schedules and time lines;
Work independently with little direction;
Prepare comprehensive narrative reports;
Manage communication networks;
Prepare and deliver oral presentations;
Maintain a variety of resource materials; and
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:
Any combination equivalent to:
Bachelor Degree with major coursework in youth development or a related field, and
Minimum of five years of directly related experience in youth development programming.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver's license.

WORKING CONDITIONS:
ENVIRONMENT:
Subject to inside environmental conditions;
Subject to driving to conduct work;
May be required to use personal vehicle in the course of employment;
May be required to attend periodic Saturday or evening meetings; and
Travel within and out of county boundaries to attend meetings.

PHYSICAL ABILITIES:
Requires vision (which may be corrected) to read small print;
Sitting for extended periods of time;
Seeing to drive;
Speaking and hearing to communicate with others;
Reaching to maintain and retrieve items;
Ambulate oneself from site to site;
Dexterity of hands and fingers to operate a computer keyboard; and
Perform lifting, pushing and/or pulling of objects weighing up to 50 pounds.

Should an applicant require a reasonable accommodation, the Ventura County Office of Education will consider that upon request.

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