

COMMUNITY SAFETY AND OUTREACH COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position involving responsibility for overseeing the Violence Prevention/Extended Day grant program in a school district. The incumbent coordinates the activities of the professional teaching staff and middle school administrators to insure that appropriate academic assistance is provided through the Homework Hotline, Before School and Science and Math tutorial programs and that social/emotional support, and recreational activities are provided in the Drop-In Center and Before School Programs. This position is also responsible for establishing a parent outreach program to improve parental awareness of and involvement in violence prevention and extended day activities. The work involves coordinating program activities with community-based organizations and developing new and related program grant applications. Work is performed under the direct supervision of the building principal and supervision is exercised over the program staff.

TYPICAL WORK ACTIVITIES:

1. Develops and administers the budget for the program;
2. Oversees the ordering, receipt and management of program materials to insure that materials are purchased and checked in accordance with school district regulations;
3. Maintains program records related to staff and participant attendance;
4. Supervises the overall operation of the program;
5. Makes hiring recommendations to the building administrator;
6. Maintains inventory of materials;
7. Develops and implements partnerships between program parents and community groups and organizations;
8. Develops a parent resource library and implements training based on needs/interests assessment questionnaire;
9. Disseminates information about school activities and goals;
10. Works closely with program partners to ensure that collaborative activities transpire and program articulation occurs;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of grant writing and development; thorough knowledge of principles and practices of public administration; thorough knowledge of services and community agencies available to promote the physical, intellectual, social and emotional well-being of adolescent children; good knowledge of crisis intervention and mediation skills; organizational ability; ability to communicate effectively, both orally and in writing; ability to work effectively with people at all levels within the program and the community; good judgment; initiative; resourcefulness; tact and courtesy; physical condition commensurate with the demands of the position.

COMMUNITY SAFETY AND OUTREACH COORDINATOR (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Possession of a Master's degree in social work or education **and** one year of post graduate administrative or management experience in a public sector or not-for-profit organization, which included oversight of a grant program and fiscal management responsibilities;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in a human services field **and** three years of post graduate administrative or management experience in a public sector or not-for-profit organization, which included oversight of a grant program and fiscal management responsibilities;
- OR: (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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ADOPTED: 11/09/95