

POLICE YOUTH PROGRAM COORDINATOR

JOB DESCRIPTION

Classification Responsibilities: A Police Youth Program Coordinator is responsible for planning, developing, coordinating, and implementing youth development programs for the Police Department's Community Relations Division. In partnership with schools, community organizations, neighborhood groups and the general public, this class will coordinate all youth programs under the Sports, Programs & Activities Reuniting Community (SPARC) umbrella which includes youth centered programs such as the Youth Leadership Academy, Police Youth Sports Programs, Teen Community Engagement Academy, Aspire Academy and Teen Court. Duties include: developing innovative techniques for positive redirection and empowerment for students enrolled in SPARC programs; implementing outreach strategies to influence the nature and scope of SPARC; preparing digital and print promotional materials such as flyers, news releases and bulletins for distribution; developing curriculum materials and pamphlets for program participants; writing program policies and training manuals; and preparing and delivering oral presentations in front of groups. The Police Youth Program Coordinator will be responsible for analyzing program data and preparing supporting documentation required for grant proposals and monitoring and tracking the program budget. This class performs related duties as required.

Distinguishing Features: A Police Youth Program Coordinator is a civilian classification assigned to the Community Relations Division within the Community Services Bureau of the Police Department. Work requires considerable independence, initiative, and judgment. This class may be required to work evenings, weekends, and holidays to accommodate special events or program activities. Supervision is received from a Police Community Relations Supervisor or a sworn Police Sergeant who reviews work through reports, meetings, and results achieved. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration, Recreation, Communications, or a closely related field. Considerable (2 - 5 years) of professional-level experience in operating and administering community outreach, youth outreach, neighborhood/community assistance, or community programs or events.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire or promotion date. Because of the confidential, sensitive nature handled, successful completion of a background investigation and polygraph is required.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Coursework related to program management and youth services is preferred. Public contact experience in a law enforcement/public safety environment is preferred. Bilingual in Spanish/English is desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, program participants, other City employees, community recreation groups and organizations, and vendors in order to organize, promote, implement, and evaluate a variety of youth activities and programs. Coordinates and trains volunteers in the policies, procedures, and methods used for implementing events and projects. Prepares activity status reports, schedules, calendars, brochures, class descriptions, and promotional materials.

Manual/Physical: Maintains facilities, equipment, and materials in a safe condition. Operates a motor vehicle requiring a valid Class D Arizona Driver's License to travel to various locations and attend program events. Operates a variety of standard office equipment including a personal computer (PC). Retrieves data or enters data into a PC in order to maintain records, generate reports, develop forms, and create pamphlets, and newsletters for distribution and mailing. Travels to various sites and spends considerable time walking, standing, and sitting in both indoor and outdoor environments. Meets scheduling and attendance requirements.

Mental: Plans, implements, and directs youth recreation programs and special events. Resolves procedural, operational, and other related problems (example: scheduling conflicts, resource acquisitions, and facility conflicts). Evaluates special events or community project participation to ensure compliance with Police Department policies and procedures. Collects and analyzes data to make inferences and recommendations. Develops and produces electronic publications and promotions for the general public. Comprehends and makes inferences from reports, internal memos, and statistical and demographic information to analyze performance and follow and interpret trends. Coordinates work activities, program functions, and special events with other City departments, cities, and agencies. Performs mathematical and statistical computations for statistical reports and cost analyses for assigned activities. Develops design layouts for promotion and marketing materials. Prioritizes multiple programs, meets required deadlines, and handles more than one event simultaneously. Estimates volunteer and temp labor needed for events and creates work schedules accordingly.

Knowledge and Abilities:

Knowledge of:

the philosophy and objectives of the Police Department;
the equipment and techniques necessary to successfully conduct a recreation program;
the general theories and complex principles and practices of marketing, public relations, public information, and basic communication techniques;
methods involved in organizing and coordinating special events and annual community programs;
the English language and basic writing techniques; and
principles and practices of composing and editing informational material.

Ability to:

establish and maintain effective working relationships with coworkers, community members, non-profit and school representatives and the general public;
present information clearly both verbally and in writing to various audiences;
develop project objectives and goals;
work with other Police and City departments as needed to complement community programs;
use software and/or databases to track metrics and organizational participation for use in reporting;
operate a digital camera;
determine themes, activities, and staffing levels for special events and annual projects;
order supplies and reserve/rent needed equipment;
plan and coordinate aspects of special events;
coordinate and train volunteers for events and projects;
operate computerized informational databases for tracking programs and related information;
keep accurate records and prepare reports; and
attend neighborhood meetings, community events, school groups, church groups, etc., to promote the Community Relations Division.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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EEO-Prof

JOB FCTN-ADM

IINCREMENTS 72-200

PAY GRADE: 48

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