

Job Description: Community Activities Officer

Class No.

EEOC Category: Administrative Support

Pay Group:

FLSA Status: Non-exempt

SUMMARY OF POSITION

The Community Activities Officer will facilitate a variety of programs/presentations focused on at-risk youth and their families in Guadalupe County.

ORGANIZATIONAL RELATIONSHIPS

This position reports to directly to the Community Activities Supervisor.

ESSENTIAL DUTIES:

- Maintain community outreach to provide information about prevention/probation programs.
- Educate and provide at-risk youth and/or family related presentations on a variety of topics such as bullying, family relationship building and coping strategies, drug awareness and prevention.
- Facilitate and supervise community service programming.
- Prepare and maintain paper/electronic documents, files and records for compliance with required department and state standards (e.g. agendas, sign-in sheets, and presentations).
- Maintain a working relationship with the community in providing prevention and educational programming.
- Perform all other related duties and responsibilities as assigned for the purpose of ensuring the efficient and effective functioning of the department.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to communicate effectively with diverse populations
- Implement effective program strategies with fidelity
- Establish and maintain cooperative working relationships
- Knowledge of child development and the role of the family
- Knowledge of individual and group behavior
- Must be able to work flexible hours including evenings and weekends as needed
- Ability to plan and conduct curriculum-based instruction in small and large group settings
- Collect and report data as required by the department

DESIRED MINIMUM QUALIFICATIONS

Over the age of 21

US Citizen

Valid Texas driver's license

Ability to pass a criminal background check

Graduation from High School or a General Education Development (GED) certificate

ACCEPTABLE EXPERIENCE AND TRAINING

Qualified candidates will have experience in group facilitation and public speaking.

Must have no disqualifying criminal history: felony conviction or felony deferred adjudication within the past ten years, not currently on probation or parole, jailable misdemeanor within the past five years, registered as a sex offender, must not currently be under any suspension from Texas Juvenile Justice Department. Must never have had any certification revoked.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this position, the employee is required to walk, sit, stand, bend, reach, lift, carry or push/pull supplies, materials, equipment and/or items weighing up to 20 pounds.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Community Activities Officer by the Texas Juvenile Justice Department.

NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

Signature of Employee

Date

This signed original will be placed in employee's Personnel File.