

YOUTH LEADERSHIP TEAM

Position: YOUTH SECTOR COORDINATOR

TEMPORARY EXPERT PROFESSIONAL (18 years old+)

PAY RATE: \$25/HOUR

CLASSIFICATION PURPOSE AND DISTINGUISHING CHARACTERISTICS

The Youth Sector Coordinator will use their expertise and lived experience to advise and guide the development and program implementation of the *Live Well San Diego* Youth Sector. The Youth Sector Coordinator will conduct professional-level duties with the added expertise of a youth lens to orchestrate the strategic planning, coordination, and leadership of the Youth Leadership Team, and fostering growth among participating youth and young adults. The Youth Sector Coordinator will serve the essential role of incorporating youth voice and leadership into the execution of meaningful youth engagement and communication to young people in the region.

EXAMPLES OF DUTIES

Essential Functions:

- Strategically planning, coordinating, and leading the implementation of a dynamic youth leadership team, fostering personal and collective growth among young individuals
- Serve as an advisor to Youth Leaders, members, and leadership of the Youth Sector
- Recruit diverse youth from around the region to join the *Live Well San Diego* Youth Leadership Team
- Develop a plan to meaningfully engage youth in the County of San Diego via the *Live Well San Diego* Youth Sector
- Coordinate weekly trainings, projects, educational campaigns, and events that effectively teach and engage San Diego's youth about a variety of regional issues and topics, in an innovative and youth-focused manner
- Research potential community partners and use strong written and verbal communication to actively conduct outreach to cultivate and maintain partnerships with external partners
- Serve as an expert, with lived experience as a youth in San Diego County to coordinate collaborative meetings to advise County staff on how to engage youth meaningfully throughout the County of San Diego and *Live Well San Diego* Youth Sector
- Assist in managing and curating social media content
- Research strategies to effectively translate complex ideas to youth and young adults
- Interpret metrics for youth engagement and collect youth data to report a variety of youth engagement techniques

Examples of Job Functions of '24-'25 Youth Sector Coordinator:

1. Lead and coordinate the major components of the Youth Leadership program:

- a. Facilitate Mentorship Program by pairing Youth Leaders with mentors and maintaining communication with both parties to provide support and information on properly engaging youth
 - b. Coordinating with Boards and Commissions to emphasize the importance of youth input and develop strategies to increase youth involvement
 - c. Provide support in the planning and implementation of Town Halls led by Youth Leaders
2. Schedule one-on-one support meetings with Youth Leaders
3. Plan and lead educational trainings that promote early career exploration, professional development, and self-development
4. Participate in bi-weekly Youth Sector meetings to provide updates, receive feedback, and collaborate on project progress
5. Coordinate with County staff for collaborative opportunities to advance the mission of the Youth Sector
6. Maintain open lines of communication with Youth Leaders via email and text.
7. Guide Youth Leaders in plans to identify and accomplish personal and professional goals
8. College advising
 - a. Personal statement editing and proofreading, as requested
9. Support for conflict resolution
 - a. Resolve Youth Leader performance inconsistencies
 - b. Group mediation, as needed
10. Promote youth health and support overall wellness
 - a. Share resources as needed
 - i. e.g., Bring awareness to Live Well Center services
 - ii. e.g., Share organizational strategies and techniques to maintain a positive work [and/or school]-life balance

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Program coordination- proven experience in effectively organizing and overseeing program activities
- Having lived experience as a youth in San Diego County
- Principles and practices of meaningful youth engagement in civic service
- Effective communication strategies and platforms utilized by youth
- Data collection, analysis, and interpretation
- Report writing techniques
- Telephone, office, and online etiquette

Skills and Abilities to:

- Integrate lived experience as a youth in San Diego County into the development and implementation of meaningful youth engagement and outreach throughout the County
- Collaborate with other Youth Sector Coordinator (s), youth leadership team members, County staff, external partners, and other adult allies
- Remain flexible in program implementation
- Be available for weekly evening meetings

- Engage diverse youth in San Diego County
- Make oral presentations
- Develop and execute lesson plans for training content
- Communicate clearly, concisely, and effectively orally and in writing
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in challenging situations, which require a high degree of sensitivity, tact, and diplomacy
- Outreach to diverse and historically underserved youth throughout the region through a variety of strategies about youth-focused topics

Desirable Traits

Lived experience of being a youth in San Diego County, leadership skills, effective and open communication, ability to hold self and others accountable, problem solving and innovation, demonstrated ethical behavior, experience leveraging resources, maximizes team effectiveness, supportive of change.

Education and/or Experience

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Qualifying education and experience:

- Demonstrated experience in youth leadership through high school, college, and/or community organizations.
- Work experience that demonstrates ability to communicate, coordinate, and plan.
- Documented training or other course work related to leadership, organizing, planning, and/or communication.

REQUIRED LICENSES, CERTIFICATIONS OR REGISTRATIONS

License

A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

SPECIAL NOTES

Working Conditions

Work may take place in an office environment or in a remote or work from home setting. Work involves exposure to computer screens and use of basic office equipment.

Essential Physical Characteristics

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous:

- Upward and downward flexion of the neck.

Frequent:

- Sitting
- Repetitive use of hands, grasping, and fine manipulation of hands to operate computers
- printers, and copiers
- Lifting of objects weighing up to 10 pounds

Occasional:

- Walking
- Standing
- Bending and twisting of the neck
- Bending and twisting of the waist
- Grasping
- Pushing
- Pulling
- Reaching above and below shoulder level
- Lifting objects weighing up to 25 pounds.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.