

**PETALUMA PEOPLE SERVICES CENTER**  
**Job Description**  
**JOB TITLE: Director of Youth Services**

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**Exempt (Y/N):** Yes

**DEPARTMENT:** Youth Services

**LOCATION:** 1500 Petaluma Blvd. South

**SUPERVISOR:** Elece Hempel

**APPROVED BY:** Executive Director

**DATE:** 02/20/2020

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**GENERAL PURPOSE:** The Director of Youth Services is responsible for the management and supervision of the **Mentor Me program and Youth CareerPoint Employment program**, and other youth services programs as determined.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** performed personally or through subordinate staff include the following. Other duties may be assigned.

- Evaluates and monitors all aspects of program operations to conform to local, state and federal regulations, and ensures that staff have a similar working knowledge of guidelines and procedures. Develops and implements policies and procedures as needed specific to the department.
- Recruits, hires and assesses personnel working in Youth Services programs.
- Creates and fosters strategic partnerships.
- Responsible for increasing awareness and visibility of Mentor Me and Youth CareerPoint Employment programs in the community.
- Prepares and reviews budgets for final approval. Discusses program requirements and sources of funds available with fiscal personnel.
- Develops program goals and objectives, and monitors progress and outcomes. Outlines how funds are to be used and explains procedures necessary to obtain funding, facilitates staff meetings and education events.
- Writes grant applications according to formats required and submits applications to funding agencies or foundations.
- Directs and coordinates evaluation and monitoring of grant-funded programs.
- Attends monthly and quarterly meetings for youth employment services in Sonoma & Marin counties; attends relevant community meetings as Mentor Me representative.
- Reviews results of investigations, internal and external audits to provide direction and guidance.
- Stays abreast of case management best practices and EDD directives to ensure staff have appropriate training and guidance.

**SUPERVISION:**

Manages all employees in Mentor Me and Youth CareerPoint Employment programs. Is responsible for the overall direction, coordination, and evaluation of these units.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Bachelor's degree (B.A.) from four-year college or university. Experience in workforce development and/or youth services programs a plus.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to prepare articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors. Ability to speak Spanish preferred.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, or crouch; and taste or smell.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

Please email your resume to [admin@petalumapeople.org](mailto:admin@petalumapeople.org) if you would like to apply for the position.