



Conejo Recreation & Park District

HILLCREST CENTER 403 WEST HILLCREST DRIVE, THOUSAND OAKS, CALIFORNIA 91360-4223
PH: (805) 495-6471 FAX: (805) 497-3199 www.crpdp.org

OUTREACH SPECIALIST

Teen Center

Part-Time (variable hours up to 25 hours per week)

Hourly Rate: \$24.57 - \$29.87

Open Until Filled

Apply online: www.crpdp.org/hr (Follow link to CalOpps)

Under general supervision, facilitates youth engagement through prevention programming and provides ongoing support, crisis intervention, community social service referrals, and coaching for the teen population; and performs other duties as assigned.

Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Identifies and directly engages hard-to-reach middle and high school students; builds trust through positive communication; conducts individual and group meetings with students to provide support in mentor/mentee relationships; provides safe space for teens to express challenges; assists youth population in utilizing coping mechanisms in crisis situations; offers possible solutions to prevent recurrence of problems.
- Redirects youth into socially acceptable behaviors and socially constructive lifestyles through employment, education and recreation; models positive behavior through engagement in productive activities such as neighborhood teen clubs and camps; guides teens in goal setting and self-esteem building in high-risk populations.
- Assists youths in recognizing the consequences of their decisions; supports building life/social skills and developing executive function to enable students to become responsible members at school, in the community and at home.
- Provides ongoing and crisis coaching, researches and identifies referral services, makes referrals to proper units, communicates with responsible adults to prevent youth involvement in the justice system.
- Frequents local commercial complexes, parks and various community hot spots to interact and maintain positive contacts with store vendors, teens and gang-affiliated individuals; promotes contact with hard-to-reach teens, preserves confidentiality of communication when possible; networks with neighborhood and community organizations.
- Develops volunteer and employment opportunities and referrals for at-risk youth; contacts local agencies, develops vital relationships with stakeholders, connects youths with suitable programs; maintains knowledge and awareness of available resources and referral channels according to District guidelines.
- May serve on community task forces targeting at-risk youth; regularly corresponds with other District staff and administrators, school officials and community leaders; confers with community groups and schools to formalize program ideas and promote participation in school and District programs.
- Conducts youth-related trainings for District staff as well as community development workshops; prepares and maintains a variety of records and reports.

Other Duties & Responsibilities:

- May drive a District or personal vehicle.
- Non-exempt employees may be required to work overtime.
- Participates during disasters or when emergency response is needed.
- Performs other related duties as assigned.

Qualifications

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, skills and/or ability required:

Education/Experience: A typical way to obtain the knowledge and abilities would be: graduation from a two-year college with an associate degree, and at least 2,000 hours of relevant work or volunteer experience. A bachelor's degree in social work or a related field is preferred. Candidates must be at least 18 years old.

Language Ability: Ability to communicate effectively in English in both written and oral forms. Ability to write routine correspondence using correct spelling and grammar.

Math Ability: Ability to add, subtract, multiply and divide whole numbers, fractions and decimals.

Reasoning Ability: Ability to use common sense and exercise good judgement in solving problems. Ability to establish effective relationships with fellow employees, volunteers and participants and parents/guardians.

Certificates and Licenses:

- First Aid & CPR/AED within 90 days of employment with ability to maintain certifications thereafter as a condition of employment.
- Valid California driver's license with a good driving record and current automobile insurance.
- Department of Justice fingerprint clearance.
- Proof of a negative TB skin test.

Other Required Skills: Ability to communicate effectively and gain confidence among teens.

Ability to relate and exhibit cultural awareness and sensitivity to individuals representing a variety of diverse backgrounds and cultures.

Supervisory Responsibilities: This position has no supervisory responsibilities. This position may provide guidance or direction to other part-time employees and to volunteers.

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

While performing the duties of this job, the employee works in a community center or office environment subject to frequent public contact and interruption, and to intermittent exposure to individuals acting in a disagreeable fashion. The noise level is usually moderate. The employee frequently works in the field and in outdoor weather conditions subject to extreme heat or cold; and where the noise level may be loud. Exposure to hazardous conditions in the environment will vary depending on unit assigned.

Physical Demands: The physical demands described here are representative of those that should be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable qualified 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 stand; walk; sit; use hands to finger, handle or feel and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee is frequently required to lift, push or pull up to 50 pounds. The physical demands will vary depending on unit assignment.

Selection Process

Apply online at: www.crpdp.org/jobs (follow link to www.calopps.org, Member Agency: Conejo Recreation & Park District)

Based on the information provided in the application documents, those candidates with the most desirable qualifications will be invited to continue in the selection process. Not all applicants meeting the minimum qualifications are guaranteed advancement through any subsequent phase of the examination. Be sure to include all pertinent information regarding your education and

experience. Fill out the application completely; blank spaces may cause rejection; do not refer to resume. Falsification or omission of material fact is cause for rejection, removal from the eligibility list, or dismissal. **Resumes will not be accepted in lieu of a completed application.** Applications should be submitted as soon as possible as the position will close either at 5:00 p.m. on the filing deadline, or when the listed number of applications are received, whichever occurs first.

Examination: Candidate selection will be based on competitive examinations. Test content will be related to the job. A driver license will be requested for identification and admission to the testing area. If there is more than one part to an examination, candidates must pass each part. Candidates with passing scores will be asked to compete in successive parts of the examination.

- Written Test/Practical Exercise: A written test and a practical exercise may be used, in addition to the appraisal interview.
- Appraisal Interview: A job related appraisal interview will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job.
- After the Appraisal Interview, the top candidates will be invited to a staff interview.

All applicants will receive a written response to their standing in the selection process.

NOTE: THE DISTRICT DOES NOT REIMBURSE APPLICANTS FOR TRAVEL, LODGING, OR OTHER EXPENSES RESULTING FROM THEIR PARTICIPATION IN THE SELECTION PROCEDURE.

In accordance with the Immigration and Control Act of 1986, the Conejo Recreation and Park District must verify that all new employees have written proof of their right to work in the United States at the time of hire.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES

The District encourages applications from qualified individuals with disabilities as defined by the Americans with Disabilities Act. Individuals who will require a reasonable accommodation to take a test as part of the selection process must notify Human Resources. Applicants with disabilities that affect sensory, manual or speaking skills may be provided with a test in a format that does not require the use of the impaired skill. Persons requesting reasonable accommodation will be required to provide documentation of such need.

Note: The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.