

## **Job Description: Part- Time Community Activities Officer**

### **SUMMARY OF POSITION**

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

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports directly to the Chief Juvenile Probation Officer. The position has frequent contact with juveniles and their families, public, private and online schools, after school programs, Probation and Facility staff and the general public;

### **JOB DESCRIPTION**

- Maintain community outreach to provide information about prevention and 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 (agendas, sign-in sheets, and presentations);
- Maintain a working relationship with the community in providing prevention and educational programming;
- Assist Juvenile Probation Officers with coverage for transports, home/field visits, group facilitations and trainings;
- Assist the department with any clerical tasks;
- 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.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

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

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.

**CERTIFICATES AND LICENSES REQUIRED**

Certification as a Community Activities Officer by the Texas Juvenile Justice Department.  
Valid state driver’s license and proof of liability coverage.

**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 Yoakum County shall be considered “at will” employment. No contract of employment shall exist between any individual and Yoakum 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.**