



Title: Youth Engagement Fellow, After School Safety & Enrichment for Teens
Status: Non-Exempt, Part-Time
Reports to: Program Manager

THE POSITION

The Youth Engagement Fellowship is a program hosted by PRO Youth and Families. As a liaison between students and the Sacramento County Office of Education (SCOE), the Fellow's role is essential in providing valuable insight within the educational system and an opportunity to develop professionally while operating in a SCOE department.

The Youth Engagement Fellowship program is an opportunity that provides fellows with an inside view of school system operations and the chance to work within SCOE programs, offices, and school sites. Fellows will gain knowledge of educational programs and the diverse range of students and families served by SCOE. This experience also provides fellows with the skills and knowledge necessary to excel in future educational or leadership roles. Participation in the Youth Fellowship allows up to 26 hours a week for meetings and scheduled training, as well as completion of individual assignments and projects. Ongoing mentorship and training will be provided prior to and during work implementation.

KEY RESPONSIBILITIES

Professionalism & Collaboration

- Establish and maintain effective working relationships with co-workers, community partners, organizational leaders, school administrators, and youth.
- Represent SCOE and PRO Youth and Families in a professional manner.
- Demonstrate professionalism through timeliness, demeanor, communication, and appropriate workplace attire.
- Attend and actively participate in in-person trainings, meetings, and events hosted by PRO and SCOE.
- Maintain an organized and detailed calendar of meetings, activities, projects, and responsibilities.

Projects & Professional Learning

- Engage in projects and assignments identified by PRO and SCOE staff.
- Learn about the CDE workplan and support specific projects or reporting components.
- Develop and complete projects connected to the fellow's own interests, strengths, and passions.

Communications & Youth Voice

- Support the monthly Region 3 newsletter and other communications, including capturing photos and videos from professional learning events.
- Contribute youth voice to portions of Grant Manager meetings, including through prerecorded content when scheduling does not allow for in-person participation.
- Help identify opportunities to authentically integrate youth voice into Region 3 activities and events.

Programs & Events

- Assist with the STEAM Community of Practice, including developing materials, activities, and agendas, while gaining experience with facilitation.
- Participate in site visits to Expanded Learning programs.

- Participate in planning the California Afterschool & Summer Challenge.
- Help plan and support the Region 3 Expanded Learning Conference.

QUALIFICATIONS

Education:

- High school diploma or GED required.
- SCOE alumni preferred.

Skills & Abilities:

- Excellent judgment and creative problem-solving skills, including conflict resolution skills.
- Ability to make decisions in a changing environment and anticipate future needs.
- Effective verbal, written communication skills that simplify and easily communicate concepts and issues.
- Work efficiently and effectively in a team environment as well as independently as a self-starter.
- Ability to apply critical thinking while executing transactions and tasks.
- Manage multiple projects with conflicting deadlines simultaneously.
- Practice solution oriented strategic thinking when communicating needs with direct supervisor.
- Ability to accept and implement feedback.
- Respect for chain of communication with PRO organization and SCOE systems.

Knowledge & Demonstrated Experience:

- Proficient in writing skills, verbal communication, and collaboration skills.
- Instructional knowledge needed to create and present clear and effective workshop content.
- Effective classroom management.
- Youth development principles and practices.
- Program planning and development.
- Group dynamics and communication.

OTHER REQUIREMENTS

- Capable of providing verification of employment eligibility.
- Upon a conditional offer of employment, the candidate will complete a criminal background check, including California DOJ fingerprint clearance (LiveScan). FBI fingerprint clearance may also be required, depending on program site and partner requirements.
- Possess a Valid California Driver's license.
- Proof of current vehicle insurance.
- Maintain access to reliable transportation to and from a variety of work locations.
- Regular mandated reporter training will be required.
- Mandatory program/job requirement training.

WORK ENVIRONMENT AND 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.

- High level of concentration and attention to detail for extended periods of time.
- Ability to communicate effectively using all methods of communication with individuals in the organization at all levels, outside agencies, partner organizations and consultants.
- Ability to quickly organize and communicate thoughts and to understand communications from others.
- Complex reading and writing skills with the ability to read, proof, and analyze complex documents.
- Ability to see, hear, and talk clearly to receive and give instructions to others.
- Ability to work independently, with others, around others, have verbal contact with others, face-to-face contact with others, and prioritize work and make decisions.

- Occasionally, the employee will be required to perform work out of the office or other facilities.
- This is sedentary work in an office setting. While performing the duties of this job, the employee is frequently required to stand, sit, walk, stoop, talk, hear, reach above and below shoulders; use hand and finger dexterity, keyboarding and making and receiving telephone calls. The employee may be required on occasion to lift and or carry up to 25 lbs.
- The employee frequently is required to use hands and fingers to handle or feel and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

LOCATION AND HOURS

Our typical business hours are Monday through Friday, 8:30am to 5:00pm. This position requires flexibility to meet organizational needs. Availability outside of standard hours, including evenings and weekends, may be required to support operations, events, or urgent matters.

This position is based in PRO Youth and SCOE Sacramento offices with an expectation of regular in-person presence to support our team, operations, and program development. Daily regional travel to SCOE office and program sites is required. Reliable transportation is a must.

PRO Youth is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, pregnancy-related conditions, and lactation), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or other characteristic protected by applicable federal, state, or local laws and ordinances. PRO Youth's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.