

**Oak Park Township**  
**JOB DESCRIPTION**

CLASS. TITLE:	Youth Services Director	
DEPARTMENT:	Youth Services	FLSA: Exempt
DIVISION:	Town	DATE: 01/2019
REPORTS TO:	Township Manager	PAY GRADE: 18

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**Job Summary**

The Youth Services Director supervises staff, activities, and operations of Youth Services for Oak Park and River Forest Townships, and builds and maintains collaborative agreements and ventures to forward the mission of Youth Services. The Director performs administrative, budgetary and clinical supervision for the Youth Services Department, and develops, plans, implements and monitors programs that serve youth and families. The Director works with the Youth Services Committee to develop, review and implement the departmental mission, goals and objectives.

**Essential Job Functions**

1. Works closely with Youth Services Committee to provide comprehensive orientation of new members; facilitates the work of Committee in the evaluation and analysis of contractual program funding requests; provides comprehensive orientation and development of River Forest Township Youth Services (RFTYS) with Oak Park Township Youth Services Committee (OPTYSC) members; trains and educates Committee members on juvenile delinquency theory and demonstrated effective research on prevention, intervention and remediation.
2. Provides revenue and expenditure projections and analysis for budgetary consideration; reevaluates and updates the mission, goals, objectives, programs and policies of Youth Services; prepares monthly Director's report documenting status of progress in meeting specific goals and objectives of Youth Services. Presents the department budget to Township Board.
3. Prepares, manages and monitors Youth Services and Youth Interventionist Program budgets, demonstrating cost consciousness and resourcefulness in budgetary decision making; estimates revenues and expenditures for current and future years for levy appropriations.
4. Initiates and coordinates community wide delinquency prevention, intervention and reclaiming policies, programs and enculturation for Oak Park and River Forest communities.
5. Maintains frequent contact with youth and youth serving agencies, organizations and individuals; attends meeting of community councils and committees to facilitate and build collaborative and cooperative relationships.
6. Screens, interviews and hires departmental staff; provides training, orientation and direct supervision of staff; initiates and implements on-going staff development and educational opportunities; provides clinical supervision of Youth Interventionist Team members; evaluates performance of department staff annually. Examines utilization of staff and resources and makes recommendations for staffing levels.
7. Develops additional financial and human resources to fulfill goals, objectives and overall mission of Youth Services.
8. Monitors collection of program statistics for purposes of reporting to funding bodies; assures accurate collection of data. Prepares or oversees preparation of

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monthly, quarterly or annual reports and billing for taxing/funding bodies and the public on Youth Interventionist Program; submits reports in a timely manner in accordance with regulations and policies; Makes presentations and policy recommendations to intergovernmental groups regarding the reduction and prevention of youth and community violence.

9. Monitors activities and prepares monthly Director's report summarizing impact on services and funding levels, anticipated events, and status of all programs, personnel and funding changes.
10. Prepares grant applications for public funds/outside sources and develops grant compliance and reporting procedures.
11. Provides information and referrals on local, state and national levels through telephone, e-mail, print, and in-person contacts, including presentations.
12. Provides leadership on numerous committees, task forces and meetings related to youth services.
13. Provides neutral ground for resolution of conflicts between local groups; building trust and cooperative alliances.
14. Provides back up for Interventionist Team i.e. consultation, additional support on issues as needed, direct services coordination during crises as needed.
15. Promotes the Townships and Youth Services in a positive manner to advance its missions and goals through publication and distribution of brochures, newsletters, press releases and news stories, website, e-mails and professional presentations.
16. Consults with and provides leadership for community in youth related crisis situations. Assigns staff, coordinates human resources, develops strategies, monitors situations, reports and updates elected officials, Police Chief/Commanders, State's Attorney Assistants and school superintendents, etc.
17. Manages resources for contracts and scholarship programs.
18. Provides training and orientation to professional staff at schools, social service agencies, government and community groups, etc. on Youth Services. Trains and provides for supervision of community volunteers for Youth Services events.
19. Performs other duties as assigned.

**Material and Equipment**

- Miscellaneous office equipment; i.e. – computer, fax, phone, copier, pager, calculator, etc.

**Minimum Qualifications**

**Education and Experience:**

- Master's degree in Social Services or related field and five (5) or more years of increasing responsibilities in human services field, specifically with youth and families; some supervisory experience preferred.

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, may be considered.

**License(s) and Certification(s):**

- None required.

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**Knowledge, Skills, and Abilities**

**Knowledge of:**

- Youth issues including youth culture, violence, gangs, drugs, substance abuse, mental health, education, activities and employment.
- Clinical work related to youth and families.
- Crisis intervention techniques.
- Conflict resolution.
- Grant writing and monitoring procedures.
- Various word processing and spread sheet programs and data processing.

**Skill In:**

- Establishing trust and rapport with funding agencies.
- Program development and implementation, with additional focus in Prevention.
- Program evaluation.
- Public speaking and training.
- Advanced verbal and written communication.

**Ability to:**

- Maintain confidentiality.
- Work as a team player and take initiative to develop programs.
- Maintain professional composure and take action when confronted with difficult situations with staff or clients.
- Collect, organize, interpret and present data and current research to a wide range of individuals.
- Work and interact with a diverse community racially, ethnically, socio-economically and politically.
- Supervise, train, evaluate, and counsel subordinate staff.

**Physical Abilities:**

- Sit, keyboard, read, write, add, hear and speak for extended periods.
- Drive automobile to meet with clients at their homes or other locations, and meetings with other agencies, committees, councils, etc.
- Lift up to 10 pounds on occasion.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.