



JOB DESCRIPTION

JOB TITLE: Director of Juvenile Camp Services

JOB CODE: 1930

DEPARTMENT: China Spring Youth Camp/Aurora Pines Girls Facility

FLSA STATUS: Exempt

REPORTS TO: 9th Judicial District Court Judge

SUMMARY OF JOB PURPOSE

Responsible for the overall administration of the China Spring Youth Camp and Aurora Pines Girls Facility; plans, develops, organizes, implements, and monitors the departmental programs, policies, and procedures; prepares budgets, participates in community awareness programs, and develops and coordinates services with the District Courts, Juvenile Probation Department, Camp Advisory Board, law enforcement agencies, Welfare, Rehabilitation, Alcohol and Drug Abuse and other pertinent departments and agencies; develops and prepares federal and state grants, reports, and related materials.

ESSENTIAL FUNCTIONS

1. Directs and coordinates the programs and activities of the China Spring Youth Camp and Aurora Pines Girls Facility; develops, evaluates, and implements departmental goals, objectives, policies, and procedures, including the preparation and analysis of statistical reports; reviews departmental goals and objectives with the facility managers, supervisors, and other pertinent staff; assures departmental activities are in compliance with all laws, policies, regulations, timelines and goals.
2. Effectively manages department personnel by evaluating and analyzing department issues, and recommending and implementing solutions; participates in the interview process and training of new employees; develops staff skills; listens and responds to employee problems, concerns, and complaints and suggests solutions that may rectify the situation; prepares performance evaluations, discusses performance with assigned staff, and counsels employees concerning performance improvements.
3. Meets with law enforcement agencies, welfare, rehabilitation, alcohol and drug abuse programs/representatives to provide information on the camp's ordinances and policies relating to operations of the juvenile treatment programs; represents the Camp's interests with Federal, State, Regional, and Local agencies; provides advice and counsel to the Camp Advisory Board, District Courts, Juvenile Probation Department, and other County departments.
4. Develops and administers department budget and authorizes expenditures; prepares special and recurring reports; recommends and implements changes to existing policies; develops financial strategies and alternatives for projects.
5. Researches and identifies grant and capital improvement program update opportunities that meet Camp needs; manages grant programs according to procedures; communicates and coordinates with Federal agencies in acquiring and properly applying grants for camp improvements; prepare grant proposals and makes presentations to the Camp Advisory Board for approval.
6. Meets with Douglas County School District Administrative Personnel and helps coordinate the school program for the two programs.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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7. Develops and maintains effective working relationships with the District Courts, Juvenile Probation Department, Camp Advisory Committee, law enforcement agencies, and other pertinent agencies; promotes a good working relationship with the Douglas County offices and representatives and provides support and/or services to other County departments/divisions, as appropriate.

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, 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 in Sociology, Psychology, Social Services and Corrections, Criminal Justice or a closely related field, plus eight (8) years of professional experience in youth services or law enforcement, two (2) years of which must have included supervisory responsibilities and budgeting; OR an equivalent combination of education, youth work experience, law enforcement, or military service, that could provide the required knowledge, skills and abilities.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community; write speeches and articles for publication that conform to a prescribed style and format; effectively present information to top management, public groups, employees, and/or juveniles.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

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

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of the principles and practices of public and correctional administration, modern human behavior theories and their applications, functions of law enforcement agencies and courts; interviewing and investigative methods and techniques; laws and regulations regarding juveniles; principles of juvenile crime prevention and protection; current principles and practices of juvenile probation; budget preparation and procedures; current supervisory theories, its principles and practices. Ability to develop, organize, implement and evaluate policies and procedures independently; act decisively and effectively; organize and direct the work of staff; and establish and maintain effective working relationships with outside agencies and the public.

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CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record; CPR, First Aid, AED, and Blood Borne Pathogens certifications; must keep all certifications and licenses current throughout duration of employment.

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 stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in remote, non-secure juvenile residential facility/camp; work involves intense concentration on activities going on around one's location on a constant basis throughout the entire work shift. Work may involve personal danger and exposure to hazardous situations; requires physical ability to subdue argumentative individuals. Must maintain a level of physical fitness to meet Department standards; must be able to work during weekdays, weekends, and holidays on any assigned shift; while performing the duties of this job, the employee is occasionally exposed to outside weather conditions.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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