

JOB DESCRIPTION

PAL Youth Coordinator

Distinguishing Features of the Class

An employee in this class is employed by the Dunn Police Department and must follow the directives and standard operating procedures of the department. This position is a Full-time Temporary position July 1, 2008 – December 31, 2009. Position will work a forty (40) hour work week. The hours of work each day are five days a week Monday – Saturday Off on Wednesday's, time's Monday – Friday are 12:00 PM until 9:00 PM and Saturday's 11:00 PM until 8:00 PM.

The employee will be under the direct supervision of the PAL Director. The employee must have good communication skills with the youth, PAL Staff, volunteers and citizens in the community as well as other police officers in PAL. The employee is subject to OSHA Standards, Blood Born Pathogens and CPR Certified through the American Red Cross. The employee may also have to do any other jobs not specifically stated above at the PAL Director's discretion and/or authority.

Duties and Responsibilities

Responsible for the recruitment of youth to all programs offered by the Dunn Police Athletic/Activities League and its partnered organizations. Help with the development and implementation of youth programs at PAL. Recruit and mentor those youth seeking to get out of gangs. Implement Anti-gang programs and Public Service Announcement's (PSA's) geared toward and involving youth. Recruit and assist with community events for youth, and encourage youth involvement.

Physical Requirements

Must be of excellent mental and physical condition. Must be in good physical and mental condition.

Desired Education and Experience

An Official High School Diploma is required. A two-week North Carolina teacher certificate or higher education is recommended, but not required. Must be able to pass a Cardio Pulmonary Resuscitation (CPR) class through the American Red Cross.

Special Requirement

Must have and maintain a valid North Carolina Driver's License.
Must be Twenty (20) years old or older.

Pay and Schedule

Pay rate \$7.30 per hour – 40 hour week – Pay Schedule 8th and 23rd of each month (Temp employee)