

**SEPTEMBER 2017**  
**FLSA: EXEMPT**  
**SALARY GRADE: R**  
**CBA DESIGNATION: CLASSIFIED MANAGEMENT**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**PROJECT DIRECTOR, FOSTER YOUTH SUPPORT NETWORK**

**BASIC FUNCTION:** Under the direction of the area administrator, the Director provides leadership for the District's Foster Youth Support Network project; acts as liaison with targeted high school officials, college student services programs, community organizations and other universities and colleges to enhance services provided to program participants; provides avenues of support for retention and persistence of high school foster youth; coordinates program activities and services for targeted high school students; facilitates the transition of high school students to college/university enrollment; provides leadership in the development of the program to meet District, college, and community needs.

**SUPERVISORY RESPONSIBILITIES:** Supervises assigned staff.

**REPRESENTATIVE DUTIES (Illustrative Only):**

1. Manages, leads, coordinates and operates the District-wide Foster Youth Support Network project, complying with state and federal laws, regulations, and District policies regarding administration of the project.
2. Provides leadership for a District-wide informational outreach effort to attract foster youth with educational needs for post-secondary education.
3. Assumes responsibility for completion of mid-year and end-of-year performance, budget, and other reports.
4. Implements a staff development program to improve the effectiveness and efficiency of the services provided by Foster Youth Support Network personnel and other key professionals, both at the high schools and colleges, with frequent interactions with current and former foster youth.
5. Coordinates with District programs and external liaisons with targeted high schools and community service agencies in order to communicate student opportunities and obtain information regarding foster youth.
6. Attends regional and national meetings and conferences related to foster youth and other underrepresented groups in higher education.
7. Liaisons with and coordinates the Foster Youth Support Network Advisory Committee.
8. Coordinates the summer transition program for new and continuing project participants.
9. Coordinates and supervises program activities such as registration, tutorial assistance, counseling, SAT preparation, college admission applications, and financial aid information/FAFSA completion.
10. Organizes, develops, and disseminates brochures, pamphlets, and other informational material publicizing the availability of participant and academic services provided by the Foster Youth Support Network.
11. Designs, implements, and monitors Foster Youth Support Network project evaluation.
12. Assures accurate documentation of Foster Youth Support Network fiscal records, student records, and evaluation data.
13. Establishes and maintains effective and cooperative working relationships with various faculty, staff, and students; maintains inter-program and interdisciplinary communications.
14. Performs other duties, related to the position, as assigned.

**EDUCATION AND EXPERIENCE:** The equivalent of: Bachelor's degree in education, counseling, psychology, social work, career development or a closely related field is required; Master's degree is preferred (degrees must be from accredited institutions); Experience working with foster youth, low-income, and first generation student support and retention services, as well as understanding the affective, cognitive, and social needs of the target population is required; Experience in the development, implementation, management and collaborative promotion of programs is also required; Experience working with K-12 and community college grant-funded programs is desirable; Supervisory experience is preferred; Must have demonstrated leadership and interpersonal skills.

**LICENSES/CERTIFICATION REQUIRED:** None.

**KNOWLEDGE OF:**

- State and federal laws and regulations, and District policies governing foster youth programs;
- Staff and organizational development models, including record-keeping and documentation requirements;
- Instructional technology;
- Project and budget management, and evaluation methods;
- Staff development programs;
- Active-learning strategies.

**ABILITY TO:**

- Interact with people of all constituent groups
- Maintain an understanding of current ideas, research, and practices pertaining to the areas of responsibility through continued study and participation in professional organizations;
- Participate in local, regional and state activities;
- Demonstrate written and oral communication, problem-solving, organizational, and presentation skills.

**CONTACTS:** Current and former foster youth, peers, supervisors, administrators, faculty, staff, governmental agencies, and public.

**PHYSICAL DEMANDS:** Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

**ENVIRONMENTAL ELEMENTS:** Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

**OTHER:** Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

**EXEMPT POSITION:** This is an exempt position and is not subject to overtime.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, please contact (951) 222-8039.