YOUTH PREVENTION COORDINATOR
PART-TIME

The City of San Joaquin is now recruiting for a Part-time **Youth Prevention Coordinator** to plan, coordinate, and implement youth prevention, intervention, outreach, and educational programs designed to promote positive youth development and reduce risk factors affecting youth and families in the community. Bilingual in English/Spanish preferred. Class C Driver License and High School Diploma or equivalent required.

The salary for this position in Fiscal Year 2026-2027 is $24.00 per hour.

Submit resume and City of San Joaquin job application by 4:30 pm on November 6, 2026, via email to rebecap@cityofsanjoaquin.org or in person at 21900 W. Colorado San Joaquin, CA
Application can be found http://cityofsanjoaquin.org/ under "Employment Opportunities"

The City of San Joaquin is an Equal Opportunity Employer (E.O.E)

JOB DESCRIPTION BELOW

City of San Joaquin Job Description

Position Title:	**Youth Prevention Coordinator**	*Updated October 2026*
Reports To:	**Recreation & Community Services Supervisor**	
Classification:	**FLSA Non-Exempt (Grant-Funded)**	
Hours:	**Part-Time (Up to 29 hours per week)**	

Position Summary

Under general supervision, plans, coordinates, implements, and evaluates youth prevention, intervention, outreach, and educational programs designed to promote positive youth development and reduce risk factors affecting youth and families in the community. The Youth Prevention Coordinator works directly with youth, parents, schools, community organizations, law enforcement, service providers, and other community partners to identify needs, connect youth and families with appropriate resources, and provide prevention-focused activities and services.

The position coordinates youth programs, workshops, community events, outreach activities, and other prevention and intervention efforts; maintains program records and prepares reports; assists with grant-funded program requirements; coordinates contractors, volunteers, mentors, and partner agencies; and performs other related duties as required.

Employees in this class may be assigned to work any shift, and be required to work evenings, weekends, and holidays.

Essential Functions and Secondary Functions

Essential Functions

1. Plans, coordinates, implements, and evaluates youth prevention, intervention, outreach, mentoring, educational, and positive youth development programs.
2. Develops activities and programming intended to reduce youth risk factors and promote protective factors, positive decision-making, school engagement, leadership development, healthy relationships, and community involvement.
3. Conducts outreach to youth and families to increase awareness of available programs, services, activities, and community resources.
4. Develops positive, professional, and supportive relationships with participating youth and serves as a consistent point of contact for youth participating in City prevention programs.
5. Identifies youth and family needs and, when appropriate, provides information and referrals to available community resources, including educational, behavioral health, employment, housing, food assistance, mentoring, recreational, and other supportive services.
6. Coordinates with schools, law enforcement, probation, community-based organizations, nonprofit organizations, faith-based organizations, behavioral health providers, social service agencies, and other community partners involved in youth prevention and intervention efforts.
7. Assists in developing collaborative partnerships and coordinated strategies to address youth-related concerns within the community.
8. Plans and facilitates youth workshops, educational presentations, leadership activities, prevention campaigns, community events, parent engagement activities, and other youth-focused programs.
9. Provides opportunities for youth to participate in positive recreational, educational, cultural, civic, and community service activities as part of an overall prevention strategy.

Qualifications

Any combination of education and experience that would likely provide the required knowledge, skills and abilities as listed below is qualifying.

Education and Certifications

- High school diploma or equivalent is required.
- Valid Class C driver's license is required.
- College-level coursework in social work, sociology, psychology, criminology, education, recreation, public administration, human services, or a related field is desirable.
- Possession of a valid CPR certification is required within six (6) months of employment and must maintain throughout employment.

Experience

- Three (3) years' experience working with youth in prevention, intervention, mentoring, recreation, education, social services, community outreach, juvenile justice, behavioral health, or a closely related field.

Knowledge, Skills, and Abilities

- Knowledge of:
    1. Principles and practices of youth development, prevention, early intervention, mentoring, and community engagement.
    2. Issues and risk factors affecting youth and families.
    3. Strategies for effectively engaging at-risk and underserved youth.
    4. Principles of cultural awareness and working effectively with individuals from diverse backgrounds.
    5. Community resources and referral processes for youth and families.
    6. Principles and practices of program planning, implementation, monitoring, and evaluation.
    7. Community outreach and public engagement methods.
    8. Appropriate professional boundaries when working with minors and families.
    9. Methods for maintaining confidential and sensitive information.
    10. Principles and practices of volunteer and mentor coordination.
    11. Recordkeeping, data collection, program evaluation, and report preparation.
    12. Standard office practices, procedures, and equipment.
    13. Proper English usage, spelling, grammar, and professional written communication.
    14. Applicable workplace and program safety practices.
- Skill in:
    1. Proficient use of Microsoft Office, including Word, Excel, and Publisher.
    2. Proofing and formatting documents.
    3. Basic research techniques used in the collection, analysis, and application of rules and regulations.
- Ability to:
    1. Establish rapport and build positive, professional relationships with youth.
    2. Effectively engage youth who may be experiencing challenging circumstances or who may be reluctant to participate in traditional programs.
    3. Communicate effectively with youth, parents, schools, community organizations, service providers, and members of the public.
    4. Plan, organize, coordinate, and evaluate youth prevention and intervention programs.
    5. Facilitate youth groups, workshops, presentations, meetings, and community activities.
    6. Recognize situations requiring referral to appropriate professional or emergency services.
    7. Maintain appropriate professional boundaries and confidentiality.
    8. Coordinate services and activities among multiple agencies and community partners.
    9. Identify community needs and recommend appropriate programs or services.
    10. Collect, maintain, and analyze basic program data.
    11. Prepare accurate reports, correspondence, program documentation, and presentations.
    12. Understand and comply with program, grant, and City requirements.
    13. Organize and prioritize multiple assignments and meet established deadlines.
    14. Exercise sound judgment within established policies and procedures.
    15. Work independently while maintaining effective communication with supervisors.
    16. Work effectively as part of a multidisciplinary or collaborative team.
    17. Follow written and oral instructions.
    18. Communicate clearly and concisely, both orally and in writing.
    19. Work flexible hours, including evenings and weekends, when required by program activities.
    20. Establish and maintain cooperative working relationships with City staff, youth, families, community organizations, schools, law enforcement, service providers, volunteers, and the public.

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

- Sit, stand, and walk; reach, both above and below the shoulder; and write, type, and otherwise engage in repetitive hand movement and fine hand coordination.
- Occasionally bend, squat, kneel, twist, and climb.
- Frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 50 pounds.

- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus, and visual acuity sufficient to read a computer screen and paper documents.
- Acute hearing is necessary for telephone and in-person communication with peers, vendors, and the public.

Working Conditions

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

- Indoor and outdoor environments; work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments
- This position requires minimal travel within the City of San Joaquin.
- This position occasionally requires attendance at City meetings outside of normal business hours.
- The noise level varies from light, associated with business office equipment, to heavy associated with traffic or heavy machinery.