



## Director of Youth Programs, Policy, and Compliance Job Description

### JOB INFORMATION

Job Code:	133556
Job Title:	Director of Youth Programs, Policy, and Compliance
FLSA Status:	Exempt
Supervisory:	
Job Family:	Compliance Office
Job Family Group:	Compliance
Management Level:	4 Administrator

### JOB SUMMARY

Manages and supports the university's efforts to protect minors and ensure compliance with all applicable laws and regulations in non-student, youth-centered programs. Directs the development, facilitation, monitoring, revision, and oversight of policies,

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		Master's degree	
	X	Master's degree	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

#### Work Experience

Req	Pref	Work Experience	Experience Level
X		7 years	
	X	10 years	

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

Req	Pref	Functional Skills

#### Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Establishes and maintains a youth compliance program consistent with Federal Sentencing Guidelines elements of an effective compliance program. May include establishing and leading a university task force for this purpose. Collaborates with Human Resource				
Fosters a culture of compliance through outreach and engagement with university programs involving the participation of minors, and ensures university policies, rules, and regulations governing them are followed, holding programs accountable. Monitors and				
Creates or develops, shares, delivers, and implements appropriate training, educational programs, resources, presentations and other communications (template forms, instructional materials, etc.) to areas sponsoring youth programs to enhance safety and be				
Establishes and maintains a database of information on all university programs involving participation of minors, including university-sponsored activities off campus. Oversees retention of related records, forwards issues that may require investigation t				
Acts as subject matter expert to evaluate and resolve youth protection questions and issues with staff, faculty, volunteers and/or visitors. Participates and/or serves on university, regional, national and/or other committees and boards related to youth c				
Manages the content of a “protection of minors” website and the renewal of program registrations and staff compliance, while regularly identifying any unregistered youth-serving programs and individuals. Monitors background clearance and training requirem				
Acts as a Responsible Administrator for university policy and other regulations pertaining to the protection of minors, and is a Compliance Partner for university compliance with Title IX, Title VII, Clery Act, Violence Against Women Act, Campus SaVE Act,				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			Yes

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are

not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.