



## Youth Protection Program Coordinator Job Description

### JOB INFORMATION

Job Code:	133140
Job Title:	Youth Protection Program Coordinator
FLSA Status:	Exempt
Supervisory:	
Job Family:	Program Management
Job Family Group:	Administration
Management Level:	7 Individual Contributor

### JOB SUMMARY

Coordinates the development of learning design content, ensuring all requirements are met per training requests. Applies updates to existing training materials, ensures training requests are addressed, tracks development progress, and ensures stakeholders are informed and updated on requests, current work, and updates to materials. Collaborates with relevant stakeholders to pursue opportunities for learning and development training within specific functional areas.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		Bachelor'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		5 years	
	X	8 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
X		Bachelor's degree and/or related experience in risk management, compliance, policy, youth development/programming, criminal justice or other similar field.
X		Demonstrated experience evaluating, coordinating, and developing training on policy or procedural subject matter, with the ability to deliver training to various constituents.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Exceptional written and oral communication and interpersonal skills, with demonstrated experience serving productively and effectively as both a team leader and member, working with groups diverse in culture and background.
X		Excellent organizational, planning, and problem-solving skills.
X		Ability to prioritize and manage multiple projects while developing and managing audit processes and reporting results.
X		Strong customer service orientation.
X		Ability to manage complex and extremely sensitive issues with professionalism while understanding the legal privacy and confidentiality parameters.
	X	Experience in youth protection programs
	X	Knowledge of American Camp Association standards.

## Licenses

Req	Pref	License(s)
X		Valid California driver's license.

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Praesidium Guardian certification.

## Other Job Factors

- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.
- May require travel and working evenings and/or weekends, based on business necessity.

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Assists in the development, facilitation, monitoring, revision, and oversight of policies, protocols, training, and compliance- related activities for organizations and programs to provide safe and healthy environments when hosting minors both on- and off-campus. Responds to issues relating to youth protection (e.g., providing support and guidance regarding USC's Protecting Minors Policy and compliance with associated requirements and procedures). Reviews, resolves, responds-to, and escalates questions and issues relating to youth protection. Facilitates consultation calls with newly registered covered activities, providing support and guidance regarding USC's Protecting Minors Policy and compliance with associated requirements and procedures.				
Assists in establishing and maintaining a database of information on all university programs involving participation of minors. Monitors background clearance and training requirements for persons working within youth-centered programs, in collaboration with Central HR's background check unit and program directors. Conducts regular checks and reviews of covered activity staff university disciplinary records to help determine eligibility and suitability to work with minors. Occasionally reviews reports of suspected child abuse or neglect and coordinates, as appropriate, mandatory reporting to the appropriate internal offices and external officials/agencies. Assists with regular maintenance and review of the content of the "protection of minors" website and the renewal of program registrations and staff compliance, while regularly identifying any unregistered youth-serving programs and individuals.				
Assists with the management of the Office's covered activity registration system and available training offerings; works with external suppliers/vendors to help troubleshoot system-related issues and pull reports, as needed. Monitors and tracks compliance for registered covered activities; confirms necessary requirements have been met (e.g., training completion, Live Scan, etc.), and that all required documentation has been received prior to issuing approval.				

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Serves as the point of contact for form management and coordinates/facilitates communication between covered activities and key stakeholders as needed. Provides relevant training to covered activity administrators and troubleshoot issues when necessary. Serves as a subject-matter expert in youth protection. Researches current trends and best practices and contributes to the overall development of educational/compliance resources to ensure content remains up to date and relevant. Reviews and analyzes registration and other compliance data trends to help inform how to better achieve the goals of the Youth Protection program, and to improve related processes/ procedures.				
Participates and/or serves on university, regional, national and/or other committees and boards related to youth compliance. Represents the university and participates in youth compliance-related conferences. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

## 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.