

Youth Safety Program Coordinator

Position Details

Position Information

Department	Youth Safety/Compliance (MSA)
Position Title	Coordinator-Program Admin
Job Title	Youth Safety Program Coordinator
Appointment Type	Professional Faculty
Job Location	Corvallis
Benefits Eligible	Full-Time, benefits eligible

Job Summary

The Office of Youth Safety & Compliance is seeking a Youth Safety Program Coordinator. This is a full-time (1.0 FTE), 12-month, fixed term professional faculty position.

Reporting to the Director of Youth Safety & Compliance, the Youth Safety Program Coordinator will be a subject matter expert for child safety practices and will lead OSU's training program related to youth protection practices and child sexual abuse prevention. Training efforts include coordination with other offices to align departmental programming with adjacent training content (e.g., Title IX, Clery compliance, survivor advocacy, interpersonal and gender-based violence prevention, etc.).

Central to this collaborative work, the Coordinator is responsible for promoting diversity, equity and inclusion in all training and programming. The Coordinator will work to embed an equity perspective in all education and training efforts by actively promoting social change, upholding rights of vulnerable or under-represented individuals, and striving to change programmatic structures and policies to ensure equal access and to eliminate disparities.

In addition to leading the training program, the Coordinator will administer and monitor a centralized Youth Program Registry database, which is used to track program compliance and maintain personnel training records.

The Coordinator will serve as a departmental point of contact with internal and external collaborators for training development and delivery, policy interpretation, and compliance determination, including possible escalation and support for any investigations of non-compliance or misconduct, as appropriate.

The Coordinator will directly contribute to the strategic goals for the Office, including identifying new strategies and implementing innovative approaches to keep children safe at OSU.

Why OSU?

Working for Oregon State University is so much more than a job!

Oregon State University is a dynamic community of dreamers, doers, problem-solvers and change-makers. We don't wait for challenges to present themselves — we seek them out and take them on. We welcome students, faculty and staff from every background and perspective into a community where everyone feels seen and heard. We have deep-rooted mindfulness for the natural world and all who depend on it, and together, we apply knowledge, tools and skills to build a better future for all.

FACTS:

- Top 1.4% university in the world
- More research funding than all public universities in Oregon combined
- 1 of 3 land, sea, space and sun grant universities in the U.S.
- 2 campuses, 11 colleges, 12 experiment stations, and Extension programs in all 36 counties
- 7 cultural resource centers that offer education, celebration and belonging for everyone
- 100+ undergraduate degree programs, 80+ graduate degrees plus hundreds of minor options and certificates
- 35k+ students including more than 2.3k international students and 10k students of color
- 217k+ alumni worldwide
- For more interesting facts about OSU visit: <https://oregonstate.edu/about>

Locations:

Oregon State has a statewide presence with campuses in Corvallis and Bend, the OSU Portland Center and the Hatfield Marine Science Center on the Pacific Coast in Newport.

Oregon State's beautiful, historic and state-of-the-art main campus is located in one of America's best college towns. Corvallis is located close to the Pacific Ocean, the Cascade mountains and Oregon wine county. Nestled in the heart of the Willamette Valley, this beautiful city offers miles of mountain biking and hiking trails, a river perfect for boating or kayaking and an eclectic downtown featuring local cuisine, popular events and performances.

Total Rewards Package:

Oregon State University offers a **comprehensive benefits package** with benefits eligible positions that is designed to meet the needs of employees and their families including:

- Medical, Dental, Vision and Basic Life. OSU pays 95% of premiums for you and your eligible dependents.
- Retirement savings paid by the university.
- A generous paid leave package, including holidays, vacation and sick leave.
- Tuition reduction benefits for you or your qualifying dependents at OSU or the additional six Oregon Public Universities.
- Robust Work Life programs including Dual Career assistance resources, flexible work arrangements, a Family Resource Center, Affinity Groups and an Employee Assistance Program.

Future and current OSU employees can use the **Benefits Calculator** to learn more about the full value of the benefits provided at OSU.

Key Responsibilities

45% – EDUCATION AND TRAINING

- Serve as a subject matter expert for child safety practices.
- Lead the university's training program related to youth protection and child sexual abuse prevention.
- Research best practices, develop new content, and maintain the online resource library at youth.oregonstate.edu.
- Serve as point of contact for web-based training modules, including technical troubleshooting, ensuring accessibility, and responding to individual user help requests.
- Supervise student employee(s) and interns whose work may involve developing training, resources, and best practices.
- Develop and implement a robust "train-the-trainer" program for OSU units offering youth programming.
- Provide consultation and facilitation for individual program operators as they develop and deliver unit-specific training related to child safety and youth protection.
- Consult and collaborate with other OSU offices offering training on adjacent topics, such as Title IX, Clery compliance, survivor advocacy, interpersonal and gender-based violence prevention, etc.

25% – MONITORING AND DATA MANAGEMENT

- Use custom software to monitor youth program compliance, ensuring that all youth program personnel complete required youth safety training annually, in alignment with OSU policy.
- Conduct intake/review of incoming youth program registrations, prompting escalation or additional review, as needed.
- Develop reporting mechanisms, including program-level compliance dashboards and periodic Dean's reports.
- Analyze prior years' data and conduct targeted outreach to past program operators, including those with lapsed registrations, missing training records, or a history of non-compliance.
- Participate in compliance program reviews, including collaboration with Office of Audit, Risk and Compliance (OARC).

15% – COLLABORATION AND PARTNERSHIPS

- Schedule and facilitate meetings and communications with the Youth Program Partners (YPP) advisory council, including coordination of training opportunities aimed at program operators and youth-facing personnel.
- Collaborate regularly with internal compliance partners, including University Human Resources; Equal Opportunity & Access; Insurance and Risk Management Services; Audit, Risk and Compliance; Environmental Health & Safety; the Research Office; Department of Public Safety / Campus Police, and others, as needed.
- Coordinate, as appropriate, with external agencies (e.g. Oregon Department of Human Services, local law enforcement, Child Advocacy Centers and Child Welfare offices), community organizations and third-party vendors/contractors regarding the university's youth protection program.
- Participate in the Higher Education Protection Network (HEPNet), American Camp Association (ACA) and other professional development networks.

10% – INTERNAL REPORTING AND ACCOUNTABILITY

- Serve as a point of contact with OSU Equal Opportunity & Access for follow up related to reported incidents of child abuse or neglect.
- Provide regular personnel rosters and compliance reports to University Human Resources..
- Provide support to all internal investigations and cooperate fully and transparently as needed with external investigations.

5% – OTHER DUTIES AS ASSIGNED

- Be available to travel as needed, for site monitoring, program reviews, or professional development.
- Serve on internal (OSU) or external (state, regional, national) committees or work groups, as requested.

What You Will Need

- Bachelor's degree in youth development, education, social work, recreation, human development, or related field.
- 3+ years of professional work experience in program coordination and/or administrative oversight.
- Demonstrated experience in developing and implementing training programs for adult learners.
- Demonstrated experience implementing DEI (diversity, equity, and inclusion) practices and principles in a training or educational setting.
- Demonstrated experience providing customer service, including interfacing directly with customers/clients/users to provide specialized information, offer technical support, and/or to resolve problems or complaints.
- Strong technical skills, with prior experience collecting, analyzing, maintaining, and evaluating data.

This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months.

This position requires driving a university vehicle or a personal vehicle on behalf of the university; therefore, the incumbent must successfully complete a motor vehicle history check, possess and maintain a current, valid driver's license in their state of residence, be determined to be position qualified and self-report convictions as per University Policy 05-030 et seq.

What We Would Like You to Have

- Bilingual (Spanish-English) and able to read, write and speak Spanish proficiently.
- Master's Degree in field relevant to the work.
- 5+ years of professional work experience in youth development.
- Experience interpreting and training stakeholders regarding compliance with policies, laws, regulations and industry standards in a K-12, local government, nonprofit, camp, or higher education setting.
- Credential or certification in youth protection or abuse prevention (e.g., Praesidium Guardian, Darkness to Light's Stewards of Children, Trauma-Informed Care, Oregon "certified advocate" training, etc.)
- Have a working understanding of Title IX, Clery Act, mandatory reporting, HIPAA, FERPA.

Working Conditions / Work Schedule

- Ability to travel to fulfill responsibilities of position.
- Flexibility to work evenings and weekends in order to deliver training or site monitoring/reviews.

Pay Method

Salary

Pay Period

1st through the last day of the month

Pay Date

Last working day of the month

Recommended Full-Time Salary Range

\$44,496-\$75,516

Link to Position Description

https://jobs.oregonstate.edu/position_descriptions/134008

Posting Number P06789UF
Number of Vacancies 1
Anticipated Appointment Begin Date 07/10/2023
Anticipated Appointment End Date
Posting Date 04/25/2023
Full Consideration Date 05/19/2023
Closing Date 06/30/2023
Indicate how you intend to recruit for this search Competitive / External - open to ALL qualified applicants
Special Instructions to Applicants **To ensure full consideration, applications must be received by May 19th, 2023 . Applications will continue to be accepted after the full consideration date, until a sufficient applicant pool has been achieved or the position is filled. The closing date is subject to change without notice to applicants.**

When applying you will be required to attach the following electronic documents:

- 1) A resume/CV (no more than two pages in length); and
- 2) A cover letter that addresses each required qualification

You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process.

The anticipated starting salary will be \$60,000 – \$65,000 but will be commensurate with education, training and experience.

For additional information please contact: **Emily Nicholson** at **emily.nicholson@oregonstate.edu** or **541-737-9424**

OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

OSU will conduct a review of the National Sex Offender Public website prior to hire.

This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per University Standard 05-010 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the criminal history check requirement.

This position requires driving a university vehicle or a personal vehicle on behalf of the university; therefore, the incumbent must successfully complete a motor vehicle history check, possess and maintain a current, valid driver's license in their state of residence, be determined to be position qualified and self-report convictions as per University Policy 05-030 et seq. Offers of employment are contingent upon meeting all minimum qualifications including the motor vehicle check requirement.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Describe a specific example of a time when you personally implemented DEI (diversity, equity, and inclusion) practices in a training or educational setting. How would you apply that experience to the training efforts of the Youth Safety Program Coordinator at OSU? (limit to 500 words or less)
(Open Ended Question)

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter

Optional Documents

1. Verification of Veteran Status ONLY (do not upload any other documentation to this field)