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## Auburn University Job Description

Job Title: **Mgr, Youth Protection Program**

Job Family: No Family

Job Code: **EE21**

Grade 34: \$45,100 - \$75,100

FLSA status: Exempt

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### Job Summary

Reporting to the Executive Director of Risk Management & Safety, this position is responsible for coordinating compliance with the University's policies and programs impacting youth protection. This position will serve as the focal point for review and communication of updated laws, procedures, and processes to comply with such policies all while articulating the University's vision and mission for youth programs and assuring the integration into the units providing youth programming.

### Essential Functions

1. Develops, implements, and monitors a program for minors based on industry standards for youth programs and other regulatory requirements related to Youth Protection Program compliance.
2. Provides guidance and interpretation of applicable university policies related to youth protection and oversees compliance with the operational requirements of these policies. Manages an inventory/database of program information. Develops reports for Risk Management & Safety and university leadership.
3. Reviews/approves documents and submitted information associated with registration of university sponsored and third party programs that involve minors. Monitors background clearance requirements for persons working within university sponsored and third party programs that involve minors.
4. Maintains a data-driven continuous improvement model to promote effective compliance with all policies related to youth protection; establishes a monitoring plan to assess compliance with the policy throughout the year; and regularly assesses current youth program risks and compliance trends and proposes policy updates.
5. Monitors and reviews regulatory and legislative changes that impact youth protection and mandatory reporting of child abuse; prepares the university's response to these regulatory changes; follows up with appropriate changes in university policies and the Youth Protection Program to ensure required changes are implemented.
6. Acts as a liaison to administration and provides subject matter expertise to evaluate and resolve questions relating to protection of minors with University staff, faculty, students or visitors. Creates and delivers training, resource materials, presentations and other communications for all individuals working with university sponsored and third party programs that involve minors.
7. Creates and monitors a Youth Protection Program website. Serves on committees related to Youth Protection Program compliance.
8. Performs on-site visits/reviews of registered university sponsored and third party programs and events that involve minors.
9. Establishes audit protocols and conducts annual (randomized) audits of programs involving minors to assess compliance with the Youth Protection Program.
10. Collaborates with other university departments to recommend and apply updates to policies that protect minors involved in university sponsored and third party programs.

### Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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## **Auburn University Job Description**

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*



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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	No specific discipline.
<b>Experience (yrs.)</b>	5	Experience in higher education or campus setting, compliance, risk management or youth programs.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

Knowledge of a higher education campus/setting and/or a youth-serving public service setting. Knowledge of youth program management, budgets, and project planning. Proven knowledge of evaluating, coordinating, and developing training on policy or procedural subject matter and ability to deliver training to various constituents.

#### **Certification or Licensure Requirements**

None Required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/24/2020

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