



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:	5 Administrator
Director of Youth Programs, Policy, and Compliance	

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, protocols, training and compliance- related activities for organizations and programs to provide safe and healthy environments when hosting minors both on- and off-campus. Fosters a culture of compliance and serves as subject matter expert for establishing and maintaining best practices consistent with Federal Sentencing Guidelines elements of effective compliance policies and programs. Establishes and maintains a database of information on all university programs involving participation of minors, and manages the content of a “protection of minors” website and the renewal of program registrations.

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
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.
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 varied 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		Valid California driver's license.
	X	Experience in youth protection programs.
	X	Knowledge of American Camp Association standards.
	X	Praesidium Guardian certification.

Other Job Factors

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

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Establishes and maintains a youth compliance program consistent with Federal Sentencing Guidelines elements of an effective compliance program. May involve establishing and leading a university task force for this purpose. Collaborates with Human Resources, Risk Management and Insurance, and other relevant departments and individuals (academic and/or administrative) on program risk assessments and updates/revisions to existing policies, rules and regulations that impact youth programs and protection.				
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 reviews regulatory and legislative changes impacting youth programs, prepares the university's response, and acts on appropriate changes to ensure implementation.				
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 best practices. Educates and provides ongoing direction to youth program managers and leadership on compliance, programming efforts, and implementation of procedures and best practices. Tracks and monitors individuals requiring and participating in training in centralized database, and troubleshoots online training issues with users. Manages and coordinates resources as the university implements the key elements of a Safety of Minors and Molestation Prevention Program, and provides appropriate education and training.				
Establishes and maintains a database of information on all university programs involving participation of minors, (e.g., university-sponsored activities off campus). Oversees retention of related records, forwards issues that may require investigation to the appropriate party, and participates in Office of General Counsel compliance program reviews. Reports data, metrics, issues and incidents to appropriate stakeholders, (e.g., Risk Management and Insurance Director, General Counsel, Board of Trustees' Finance and Audit and Compliance committees).				
Acts as subject matter expert to evaluate and resolve youth protection questions and issues with staff, faculty, volunteers and/or visitors. Participates and/or				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
<p>serves on university, regional, national and/or other committees and boards related to youth compliance (e.g., the Higher Education Protection Network (HEPNet)). Represents the university and participates in youth compliance-related conferences.</p>				
<p>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 requirements for persons working within youth-centered programs, in collaboration with Central HR’s background check unit and program directors. Audits youth-centered programs for compliance with university policies. Refers and reports misconduct allegations to Department of Public Safety and designated university administrators.</p>				
<p>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, FERPA, and any other laws, rules and regulations as they relate to the protection of youth. General compliance responsibilities (e.g., compliance with state and federal laws and university policies and procedures as they may apply).</p>				
<p>Encourages a workplace culture where all employees are valued, value others and have the opportunity to contribute through their ideas, words and actions, in accordance with the USC Code of Ethics.</p>				
<p>Manages, organizes and maintains all athletic financial aid for any athletic program at the university. Has responsibility for ensuring compliance for athletic financial aid.</p>				
<p>Assists Student Academic Assistance Service (SAAS) in managing the summer financial aid program (e.g., making compliance decisions regarding the financial aid received by the students and approving financial aid budget items).</p>				
<p>Oversees National Letter of Intent (NLI) request process for prospects: collects requests from coaches; confirms with Sport Directors that PSAs are eligible to receive NLIs; create NLI packet and corresponding FAA; ensures packaging of all necessary NLI documents and their mail delivery to PSAs; ensures NLI documents are collected back from the PSAs ; confirms that all NLI documents are validly signed; see to the distribution of signed NLIs and FAAs to coaches and FAO and store in S-drive.</p>				
<p>Oversees financial aid agreement (FAA) request process for continuing student-athletes by ensuring the following: collection of requests from coaches; documents are created and sent to FAO sent for approval; distributed to student-athletes for signatures; FAAs are collected back from student-athletes; completed FAAs are sent to FAO and stored in DMS and JumpForward.</p>				
<p>Develops and implements policies and procedures for financial aid matters that impact and govern university student-athletes. Collaborates with university financial aid office and Student Academic Assistance Service (SAAS) to ensure compliance and to minimize inconsistencies and duplication with existing university policies. Provides guidance to financial aid office on NCAA rules compliance.</p>				
<p>Researches and monitors NCAA and any applicable conference legislative proposals that would impact financial aid for student-athletes. Reviews legislative proposals and makes compliance interpretations. Works collaboratively with the Financial Aid Office in preparation of potential changes.</p>				
<p>Oversees and monitors maintenance of accurate scholarship rosters for each sport at the university.</p>				
<p>Oversees annual squad list process. Develops and creates squad lists for coaches. Ensures all appropriate signatures are obtained and provides signed squad list to any applicable conference prior to first date of competition for each sport.</p>				
<p>Collects requests for reductions, non-renewals, and cancellations of aid and works with financial aid office (FAO) to send letters to student-athletes accordingly. Attends financial aid appeal hearing conducted by financial aid office (FAO).</p>				
<p>Encourages a workplace culture where all employees are valued, value others and have the opportunity to contribute through their ideas, words and actions, in accordance with the USC Code of Ethics.</p>				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Reviews financial aid office (FAO) packaging reports and confirms accuracy with a member of financial aid office (FAO). Maintains records of reports in Compliance Assistant.				
Participates in the development and administration of program budgets and recommends resource allocations.				
Plans, manages and delivers athletic compliance training NCAA Financial Aid Rules education for coaches and other university staff regarding financial aid issues. Educates, motivates and explains NCAA and any applicable conference compliance rules to specific target audiences.				
Assists financial aid office with questions about outside scholarships, when necessary.				
Notifies financial aid office of any voluntary withdrawals or voluntary relinquishments. Maintains record of and collects signatures on voluntary withdrawal/voluntary relinquishment sheet.				
Develops and creates scholarship memos for the Office of International Services when requested.				
Creates and maintains a roster of student-athletes on medical scholarships.				
Directly or indirectly manages all staff assigned to the program, usually through subordinate managers or supervisors. Determines organizational structure, reporting relationships and short and long-range staffing needs based on program goals. Reviews and approves hiring and salary actions to ensure compliance with policy. Oversees performance appraisal process for program staff and remains informed of any disciplinary actions required. Oversees onboarding and orientation of new employees to ensure understanding of duties, responsibilities, work requirements and performance standards. Establishes, monitors, and authorizes work schedules, time off and leave requests for employees (e.g., student workers) to meet department business requirements. Authorizes overtime and monitors meal and rest periods for nonexempt employees to ensure compliance with university timekeeping requirements and employment policies. Submits time records on behalf of employees who fail to provide timekeeping records to ensure timely payment, as needed.				
Develops and implements process to ensure accurate stipends are distributed during August and September of each academic year. Collects, records, and distributes monthly stipend checks. Reviews monthly stipends for accuracy. Cancels incorrect checks and record the cancellation. Requests new checks via the DV process on Quali and Payroll's On-Demand Check Request process.				
Maintains currency with national trends in both athletic compliance and financial aid by attending conferences in both areas (e.g., NCAA regional rules and NAAC conferences; consult with FAO for appropriate financial aid conferences) as well as other professional meetings.				

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: https://policy.usc.edu/mandated-reporters/
<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: https://dps.usc.edu/alerts/clery/			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.