

Department: _____
Classification: Competitive
Grade: 12

SPEC DISK B3
DOCUMENT 58

YOUTH PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Commissioner of Social Services or his/her designee in planning, organizing, administering and monitoring youth service/recreational programs. The work also involves assisting with promoting and informing the public of youth activity programs through addressing groups, news releases and displays. The work is performed under the direct supervision of the Commissioner of Social Services or his/her designee with leeway permitted for the exercise of independent judgment in carrying out assigned duties. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in planning, organizing and administering a variety of youth service/ recreational activities for youth;
Assists in the preparation of schedules, publicity, displays and news releases;
Monitors youth program effectiveness by compiling data and preparing reports;
Establishes and coordinates training programs, conferences, meetings and workshops conducted by the agency;
Assists Essex County Dept. Of Social Services and local municipalities in accounting preparation, completing applications and filing claims for state aid reimbursement for Social Services programs;
Prepares correspondence and reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the problems and needs of youths; working knowledge of modern public relations techniques; ability to research and prepare reports; ability to plan and coordinate services and programs for youth; ability to speak before groups; initiative and resourcefulness; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered college or university with a Bachelors degree and two years of experience working with social services programs or youth oriented programs related to youth development, character building, juvenile delinquency, the field of education, or related field; or

(b) Graduation from a regionally accredited or New York State registered college or university with an Associates degree and four years of experience as defined in (a); or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

Revised 8/9/2017