

Department: Youth Bureau
Classification: Competitive
Grade: 10

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DOCUMENT 09

YOUTH PROJECT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving the responsibility for managing, coordinating, and planning a variety of specialized programs related to the agency. The work is performed under the general supervision of the Youth Bureau Director or Coordinator, with considerable leeway allowed in the exercise of independent judgment in planning the details of specific programs. Supervision may be exercised over the clerical and sub-professional staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: *(Illustrative only)*

Coordinates the activities or administers specific services or programs;
Supervises the activities of both clerical and sub-professional staff;
Develops and maintains an information and referral system to insure maximum of federal, state, and local programs;
Represents the department on a variety of advisory councils involving youth programs;
Participates in and organizes workshops and training programs as appropriate;
Promotes public information and education efforts including preparation of news releases, establishing contacts with media, attending meetings and public speaking;
Oversees the day to day operation of the Youth Bureau in the absence of the Director or Coordinator;
Studies, evaluates, and makes recommendations about programs, problems, suggestions, and research;
Provides counseling service to local municipalities regarding the services of the department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of public information and relations techniques; good knowledge of community organizations; good knowledge of problems and needs of youth; ability to plan, organize, and direct the activities of others; ability to read, understand, and interpret federal and state regulations affecting youth programs, such as the Youth Commission Act; ability to supervise subordinate youth personnel; ability to communicate clearly and effectively, both verbally and in writing; ability to speak effectively before youth and community groups; initiative and resourcefulness; tact, courtesy, integrity, and physical condition commensurate to the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in Social or Behavioral Science, Child/Family, or Human Services Criminal Justice; Recreation, Physical Education, or Public Administration, or related field; or
- (b) Graduation from a regionally accredited or NYS college or university with an Associate Degree in the areas defined in (a) above and two years of paid experience in services directly working with youth, character building, delinquency prevention, recreation, education, or related field; or
- (c) Graduation from high school or equivalency and four years of experience as defined by the limits in (a) or (b);
- (d) An equivalent combination of training and experience as defined in (a), (b), or (c) above.