

Department: Youth Services

Classification: Competitive

Grade: _____

SPEC DISK E2

DOCUMENT 52

YOUTH SERVICES WORKER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing guidance and counseling services for young persons by assisting in the formulation, implementation and coordination of County youth services and recreation programs. This is beginning level professional work involving responsibility for recruitment, guidance, placement and counseling of participants in County youth service and recreation programs. Work is performed under the general direction of the Youth Service Coordinator with wide leeway permitted for the exercise of independent judgment. Supervision may be exercised over the work of subordinate personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Makes periodic home visits to inform families of the programs and secures approval for a young person to participate;

Functions as counselor and liaison between young persons and adult program volunteers;

Acts as coordinator for the program and formulates and implements program objectives;

Meets with participants to review individual cases and for selection and assignment in the program;

Contacts various civic groups, organizations and agencies to find eligible volunteers and participants and to further program objectives;

Reviews referrals from school administrators, clergy, civic groups and probation department and coordinates with program workers and objectives;

Plans and promotes a variety of activities and events and utilizes community resources and recreation facilities for the benefit of program participants;

Maintains and reviews case records and makes recommendations for changes in a participants program;

Compiles data from a variety of sources bearing on objectives and results of the program;

Prepares correspondence and reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of modern principles, practices and techniques in organizing youth activity programs; working knowledge of community group work and human relations; working knowledge of factors underlying juvenile delinquency; ability to establish and maintain effective interpersonal relationships; ability to plan, promote and coordinate recreational, social and educational activities; sensitivity to the reactions of others; resourcefulness; emotional maturity; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

[a] Completion of 60 semester hours from a regionally accredited or New York State registered college or university in a program with major emphasis in social science, recreation administration, education or allied fields and one year of experience in a field of youth services; or

[b] Graduation from high school or possession of a high school equivalency diploma and two 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].