

YOUTH CENTER PROGRAM ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a wide variety of activities and tasks in support of multicultural, educational and recreational program activities for youth and teens. Specific tasks vary depending on the program area to which the employee is assigned. The work is performed under direct supervision of Youth Program Coordinator with leeway allowed in the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises daily activities at the Youth Center;
Advises and consults with the Youth Program Coordinator for program planning by organizing details of program activities which may include preparing agenda and program development;
Assists the Youth Program Coordinator in the planning of program activities, workshops and presentations by scheduling, arranging meeting rooms, contacting participants, arranging for necessary equipment and setting up, assembling, distributing materials and supplies;
Organizes and facilitates a variety of community service projects, recruits volunteers for these projects;
Oversees program participants and/or volunteers involved in activities, providing assistance as needed;
Accompanies participants on field trips and to special events;
Provides information on the phone on program services and requirements, may schedule appointments, explains procedures and program processes or make referrals to other community agencies;
Acts as liaison for program activities with community service agencies, schools and agencies for the purpose of promoting programs and enhancing services;
Assists the Youth Program Coordinator in analyzing and evaluating methods, procedures, goals and objectives, etc.;
Prepares periodic reports related to agency programs/activities;
May attend meetings and workshops related to program area.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the policies, procedures, rules and regulations governing the program area to which assigned; Working knowledge of community resources available to youth and teens; Working knowledge of youth development, objectives and goals; Ability to plan, organize, and direct the activities of participants and volunteers; Ability to establish and maintain effective working relationships with others; Ability to communicate effectively both orally and in writing; Ability to understand and interpret complex oral instructions and/or written directions.

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YOUTH CENTER PROGRAM ASSISTANT, Cont'd:

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MINIMUM QUALIFICATIONS:

EITHER:

A. Possession of an Associate's Degree or higher with specialization in Recreation, Human Service, Liberal Arts or related field;

OR

B. Possession of a high school diploma or an equivalency diploma recognized by the NYS Department of Education **AND** two (2) years full-time paid experience in Recreation, Human Services or related field.

NOTE: Part-time or volunteer experience will be considered on a prorated basis.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class
Adopted 1/26/11
Revised 3/20/19, 11/17/23