

GENESEE COUNTY

YOUTH PROGRAM ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this support position is responsible for assisting in the completion of departmental tasks that deal with the planning, promotion, initiation and coordination of Youth Bureau activities to better protect and enhance the welfare of children and youth in the departmental service area. Work is performed under the direct supervision of the Youth Bureau Executive Director or his/her designee. Supervision of others is not required. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Assists with the planning, promotion, initiation and coordination of a variety of Youth Bureau activities to better protect and enhance the welfare of children and youth;
Maintains records of participation in activities and writes summary reports at the end of programs;
Serves as department representative on select committees and organizations deemed appropriate by the department head;
Advises and coordinates one or more youth groups, maintaining effective communication and good working relationships with young people and school assigned advisors;
Organizes a variety of youth activities;
Assists in the preparation of promotional and public relations materials related to Youth Bureau sponsored programming;
Conducts site visits to Youth Bureau funded programs, including municipal recreation programs, for input in the monitoring process.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Working knowledge of programs and community resources available for children and youth; working knowledge of service area demographics and news media sources; ability to develop positive relationships with young people; ability to organize multiple tasks; familiarity with computers and software applications; attention to details and safety issues; creativity, energy; reliability and friendly demeanor; good language and writing skills.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS, Cont'd:

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The work environment characteristics described here are representative to those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderately noisy.

MINIMUM QUALIFICATIONS:

EITHER:

A. Possession of an Associate's Degree or higher;

OR:

B. Possession of a high school diploma or an equivalency diploma recognized by the NYS Department of Education **AND** completion of 62 semester credit hours, with at least 18 credit hours in Sociology, Pre-School Education, Psychology, and/or Human Services or related field;

OR:

C. Possession of a high school diploma or an equivalency diploma recognized by the NYS Department of Education **AND** two (2) years of experience working with youth in an agency providing services, activities and/or programs for youth;

OR:

D. Any equivalent combination of training, experience and/or education as defined by the limits of A, B, or C above.

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.

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SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of a valid New York State Operator's license.

Special Requirements for Appointment: Successful completion of a background investigation will be required prior to appointment.

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 5/17/99

Revised 7/20/04, 1/6/22, 11/6/23, 11/17/23, 2/13/24