

GENESEE COUNTY

YOUTH PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class coordinates, plans, monitors and analyzes various programs of the Genesee County Youth Bureau, in order to maximize their effectiveness in meeting the needs of the youth of the community. The work is performed under the general supervision of the Commissioner of Social Services. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Develops youth needs assessments strategies and data collection techniques;
Plans, promotes, initiates and coordinates a variety of activities directed to meet the needs of the youth of the community;
Maintain records, files, and data for those served and services provided to be used for statistical and reporting purposes;
Assists in and promotes public relations efforts for the department;
Cooperates and maintains close working relationships with schools, community groups, leaders and local service groups;
Maintains effective communication and a good working relationship with young people;
Provide direct services to youth in areas of information, referral, and informal counseling. May accept referrals from agencies and parents; determine needs, identify needed services, develop service plans, and monitor progress. Makes referrals to other agencies when necessary and follows up;
May visit and observe first-hand, service programs administered by contract agencies;
May address groups regarding youth and youth activities.

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 KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:

Knowledge of the underlying principles of youth development and growth, working knowledge of modern public relations techniques; working knowledge of adolescent behavior; ability to establish and maintain positive working relationships with various agency personnel, schools, etc; ability to plan, coordinate and direct the activities of others; ability to perform basic statistical research and prepare reports; ability to address groups effectively; ability to develop rapport with young people; mental alertness; neatness, accuracy, tact and courtesy.

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.

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 occasionally required to walk, talk or hear.

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The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of 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.

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor's Degree or higher in Human Services, Social Work, Psychology, Education or related field;

OR:

- B. Possession of an Associate's Degree **AND** two years of full-time, paid experience in a recognized youth activities program or a program working with youth oriented activities.

NOTE: Part-time paid experience will be prorated as appropriate.

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.

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

*Special requirements apply to an appointment made in the Child Support Unit within the Department of Social Services.

Competitive Class

Adopted 9/23/87

Revised 5/27/97, 10/2/23, 10/10/23, 11/6/23