

## YOUTH PROGRAM WORKER

Code No.: 6-25-018

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a youth services position in a town responsible for planning and implementing a wide variety of youth programs for area youth. These programs address community issues and interests and areas serviced by the Towns' youth counseling services. Work is performed under general supervision from a senior staff member. General supervision may be exercised over activity staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed)

Meets with staff, community, and school representatives to determine program needs;

Conducts research on area needs and recommends subjects for incorporation into the Town's youth program;

Plans activities and programs including scheduling, facility reservation, equipment and supplies, publicity, registration, etc.;

Participates in and directs staff and volunteers in program implementation;

Works with other community agencies to coordinate application of their youth programs with Town services;

Prepares summary reports on program activities and participation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and techniques of program planning for youth; good knowledge of the present social issues, problems and choices facing youths; good knowledge of community resources related to youth services; ability to research, recommend, and implement a youth services program; ability to assign and distribute work to staff; ability to establish and maintain good working relationships; ability to prepare short narrative reports; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with an Associate's degree (or 60 credit hours) in a Human Service, Community Health or Education, or related field plus one (1) year paid full-time or its part-time/volunteer experience in a human service or educational setting.

### **SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: October 12, 1989