

## YOUTH PROJECT COORDINATOR

Code No.: 6-25-006  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for coordinating projects designed for youth, especially those experiencing personal and social adjustment problems. Employees are responsible for program planning and directing youth programs and activities. Youth Project Coordinators do not provide direct personal counseling. Work is performed under general supervision of a senior level staff member. General supervision is exercised over youth workers and a staff of seasonal volunteers. 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):

Supervises youth workers, seasonal and volunteer staff in program activities;

Plans, develops, and directs the implementation of special youth programs;

Acts as an outreach worker, meeting with youth and community groups on an ongoing basis;

Makes referrals to counseling staff for youth with personal and social problems;

Develops and provides workshops for specialized groups;

Directs and plans a variety of training sessions for staff and volunteers;

Prepares a variety of written reports on programs and agency program activities;

Prepares monthly, and annual statistical and programmatic reports;

Reviews activity sheets and program reports composed by staff;

Discusses program needs and problems of the various youth projects with the Executive Director;

Identifies and responds to community concerns;

Directs publicity for agency activities and programs, and participates in community relations;

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of personal and social adjustment problems of adolescents; good knowledge of and understanding for the problems facing today's youth; working knowledge of the techniques and methods used in counseling; working knowledge of community and human service agencies available to assist youth and their families; good oral and written communication skills; skill in crisis intervention techniques; ability to write narrative reports; ability to gain the cooperation and confidence of youth; ability to develop, conduct and evaluate service contracts, grants and programs; ability to interview; ability to recruit, interview and train staff; ability to plan, direct and evaluate programs or special events; ability to publicize youth programs; ability to establish rapport with youth, adults, and other programmatic services; ability to conduct adolescent workshops; ability to maintain confidentiality; resourcefulness,

initiative; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus one (1) year paid full-time or its part-time equivalent experience in youth activities such as counseling or casework, program planning, or implementation, youth advocacy, or community/public relations work with a youth agency or organization; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus three (3) years experience as defined in (A); OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A), and (B) above.

**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: September 14, 1974

REVISED: July 26, 1990

REVISED: April 2, 1981

REVISED: April 18, 1985

REVISED: November 1, 1990