

YOUTH PROGRAM DEVELOPMENT COORDINATOR

Code No. 6-25-021
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This position in a school district, is responsible for developing and coordinating programs, activities, and events associated with the development of youth from birth through eighteen (18) years of age. This position supports initiatives that will encourage positive behavior and success for targeted ages, and works in conjunction with local schools, towns, and villages. This position works closely with local government, businesses, education, and the community. The employee reports directly to and works under the general supervision of a higher-level staff member. 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.)

Establishes a local advisory board comprised of a wide range of youth to communicate needs in the community and programs to be developed;

Develops and coordinates asset development programs, activities, and events;

Partners with a wide variety of groups and individuals throughout the community to promote positive youth development;

Communicates with community members on an on-going basis to determine needs;

Produces and distributes monthly asset-building activity calendar and newsletter for the community;

Analyzes asset survey data for the purpose of developing action plans and setting goals, objectives, and strategies for implementation;

Identifies and pursues grant and other funding sources for asset activities;

Provides leadership and technical assistance for mobilizing people and resources around children and teenagers;

Conducts workshops and training sessions;

Establishes an asset resource office for public access of written materials;

Recruits and trains youth in asset initiatives.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of community resources and assets as they pertain to youth initiatives; good knowledge of preventive principles and techniques of youth program development; good oral and written communication ability; organizational ability; ability to identify grants and other funding sources; ability to analyze survey data; ability to develop action plans, objectives, and strategies; ability to work with a variety of community groups and organizations; ability to promote positive youth development; ability to recruit and train youth; ability to establish effective working relationships with others; resourcefulness; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's or Master's degree in Counseling or Social Work; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus, two (2) years of paid full-time or its part-time equivalent experience in coordinating youth programs, which shall have involved recruiting and training staff or volunteers; OR,
- (C) Four (4) years of paid full-time or its part-time equivalent experience as defined in (B) above; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to possess a valid license to operate a vehicle in NYS, or otherwise demonstrate your ability to meet the transportation needs of the position.

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: April 4, 2002
REVISED: November 4, 2004
REVISED: November 3, 2005