

## SENIOR YOUTH OUTREACH WORKER

Code No.: 3-18-249

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position in a town or village which involves responsibility for planning and implementing programs and related recruitment activities for the Outreach Section of the Youth Services Department. This employee works under general supervision of the Director of Youth Services. Direct supervision is exercised over Youth Outreach Workers, Youth Program Workers, summer interns and 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):

Directs the program recruitment activities of the department;

Establishes contacts in area agencies and community groups to publicize programs and provide information;

Directs ongoing survey activities to assess community and youth program needs;

Develops recommendations and program plans including the estimated expenses;

Directs the staff's activities in developing and implementing new programs, contacting speakers or outside resources, reserving facilities and equipment, and outlining program curriculum and materials;

Participates in preliminary interviews for new staff members and volunteers and evaluates the outreach staff;

Develops records maintenance system and recording procedures.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of area agencies and community groups available to assist youth and their families; good knowledge of adolescent psychology and adjustment problems; good knowledge of recruitment techniques; working knowledge of techniques and procedures for effective counseling; organizational skill; ability to recruit area youth; ability to supervise a staff; ability to compile and assess community and youth program needs from surveys; ability to develop program plans and estimates; ability to publicize youth programs; ability to design a records maintenance system and develop procedures; ability to establish and maintain working relationships with others; ability to communicate effectively both orally and in writing; ability to motivate others; flexibility; tact; initiative; good judgment; physical condition commensurate with the demands of the position.

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

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Human Services plus three (3) years of paid full time or its part time/volunteer experience in youth service work or counseling; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Social Work, Recreation, Secondary Education, Vocational Education or a closely related field, plus one (1) year of experience as defined in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and twelve (12) credit hours in Social Work, Criminal Justice, Human Services, Community Services, Sociology, Psychology, Police Sciences, Nursing or Recreation, plus two (2) years of experience as defined in (A) above.

**NOTE:** Youth Service work shall be defined as experience within an organized programs aimed at youth, run by youth bureaus, organizations, churches and social service agencies concerned with delinquency prevention or control, and personal/social growth. It does not include typical classroom teaching or similar activities that are essentially academic in nature.

**SPECIAL REQUIREMENT:** At the time of appointment, some jurisdictions may require possession of a Class \*5\* Operator's license and access to a motor vehicle to use during working hours.

#### **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 16, 1987