

## **COMMUNITY COORDINATOR**

Code No. 3-19-008  
COMPETITIVE

**DISTINGUISHING FEATURE OF THE CLASS:** This is a specialized position responsible for promoting positive youth development through community involvement and economic growth. Duties include establishing connections with churches and synagogues, neighborhood associations, community organizations, educational institutions, businesses and other groups in order to develop alliances that can lead to the coordination of existing efforts, examination of alternatives and promotion of an awareness of new initiatives. Duties involving outreach will strive to ensure youth have access to the five (5) fundamental resources for development and success (a caring adult, safe places and structured activities, a healthy start, a marketable skill, and opportunities to give back through community services). This position will work to establish a consortium of organizations that will provide assistance and training to young people so they may become healthy, safe, and productive members of the community. The employee reports directly to and works under the general supervision of an administrator. 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 local faith groups, community organizations, neighborhood associations, educational institutions, businesses and others to promote the vision of positive youth development by identifying existing successful programs, establishing connections with other successful programs, and creating an awareness of new initiatives within a given community;

Monitors organizations and corporations who have committed to the initiative to ensure the implementation of their promises;

Works with organizations and corporations to continue to mobilize new commitments and to track and measure progress toward accepted community-wide outcomes and indicators;

Develops and maintains monitoring devices to track any and all positive youth development initiatives and prepares related statistical and narrative reports.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the goals, objectives, policies and procedures of positive youth development; good knowledge of the local community in Monroe County and the existing programs that promote structured youth environments; working knowledge of the resources youths need to become successful; negotiating skills; ability to establish and maintain effective and productive working relationships with a variety of individuals and agencies; ability to identify successful programs and practices that benefit youth; ability to make effective oral presentations; ability to effectively communicate and market the initiative's intentions; ability to track, monitor and report progress towards the program's goals; ability to communicate orally and in writing; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma plus graduation from a regionally accredited or New York State registered college or university with a Master's or Bachelor's degree in Business Administration, Public Administration, Human Services, Economics, Education, Political Science, International Studies, Sociology or a closely related field plus one (1) year paid or volunteer\* full-time or its part-time equivalent professional\*\* experience in community outreach, which must involve working with youth or students.

\*Volunteer experience must be documented by the participating agency and include dates (months

and years) and the average number of hours worked per week.

\*\*Professional experience does not include clerical, secretarial or receptionist duties.

**SPECIAL REQUIREMENTS:** If you are appointed you will be required to possess a valid license to operate a vehicle in New York State or otherwise demonstrate your ability to meet the transportation needs of the position.

**ADOPTED:** February 4, 1999  
**REVISED:** December 7, 2000  
**REVISED:** September 7, 2017