

## **ASSISTANT YOUTH BUREAU COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position involving the responsibility for managing, facilitating, and planning services for youth and their families, including employment and training programs. This position will monitor and analyze youth opportunities and support systems for utilization and effectiveness. The duties of the position involve responsibility for increasing youth participation and awareness of available employment and training resources. In addition, the incumbent will manage designated programs funded through the Ulster County Youth Bureau. The work is performed under the general supervision of the Director of the Youth Bureau, with leeway allowed for exercising independent judgement in carrying out details of the work. Supervision may be exercised over the work of subordinate employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Plans, manages and organizes activities and events to foster the goals and objectives established through the collaborative efforts of the Workforce Investment Act (WIA) Youth Council;

Manages Youth Bureau sub-grantees to ensure compliance and to disperse youth development information;

Provides information and recommendations for policy and program development;

Offers technical assistance to youth service agencies;

Coordinates outreach to increase youth voice in county wide planning efforts;

Facilitates youth awareness, access, and participation to existing resources; in particular, the One-Stop Center;

Establishes networking between local youth programs, schools and youth employment and training resources;

Facilitates networking of youth programs and service providers in issues related to out of school youth;

Manages the development of programs relating to the Brighter Futures Initiative and Workforce Investment Act, specifically the Youth Council and Out of School Youth Program, providing guidance to insure they operate as planned and are effective;

Recommends services and programs necessary to carry out plans to meet the needs of individuals and families;

Recruits youth for use of services;

Prepares and presents reports to cooperating agencies;

Prepares and gives public relations presentations;

Prepares news and publicity releases to promote positive youth development;

Acts as a liaison between youth programs, schools, and youth employment/training activities.

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

**CHARACTERISTICS:** Thorough knowledge of modern principles, practices and techniques of social group work and human relations; good knowledge of youth workforce needs and resources, youth development philosophies and methodologies; good knowledge of factors underlying juvenile delinquency; working knowledge of Federal, State and local social service laws and programs; working knowledge of the principles and practices of social casework; working knowledge of social science concepts related to poverty and employment; ability to collect, organize and interpret information related to youth workforce development and outcomes; ability to read and interpret moderately complex written materials; ability to seek out and develop training opportunities for youth; ability to express oneself both orally and in writing; ability to develop and maintain working relationships with a variety of groups and individuals; initiative and resourcefulness, good judgment, honesty, tact, courtesy.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from an accredited college or university with a Bachelor's or higher level degree in Public or Business Administration, Social Work, Human Services, Education or related field and one (1) year of full-time, or its' part-time equivalent work experience in job or employment program development for youth, working with at risk youth in a rehabilitative program, youth development program or youth delinquency prevention program; **OR**
- B. Graduation from an accredited college or university with an Associate's Degree in Public or Business Administration, Social Work, Human Services, Education or related field and three (3) years of full-time, or its' part-time equivalent work experience in job or employment program development for youth, working with at risk youth in a rehabilitative program, youth development program or youth delinquency prevention program; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time, or its' part-time equivalent work experience in job or employment program development for youth, working with at risk youth in a rehabilitative program, youth development program or youth delinquency prevention program; **OR**
- D. An equivalent combination of training and experience as defined by the limits of A, B and C above.

**Special Requirement:** At time of appointment, and throughout employment in this title, candidates must possess a valid New York State driver's license.

ULSTER COUNTY

0567 AST YB CRD

Classification: Competitive

0571 ASYBCD HLP

Classification: Non-Competitive

NUMGT

Adopted: December 19, 2019

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