

YOUTH CENTER COORDINATOR ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Youth Center Coordinator in the operation and administration of a municipal youth center. Incumbents in this class perform administrative and coordinative functions related to running a youth center. In addition, incumbents provide supervision and guidance in specific program areas working individually and in groups with participants in the program. Scope of responsibility may extend beyond the youth center facility. Work is performed under the general supervision of the Youth Center Coordinator or comparable position. Supervision is exercised over subordinates. 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.

Assists in planning and implementing youth center programming which may include a variety of recreational, educational, and cultural activities, and other program components;

Assists the Youth Center Coordinator in overseeing the operation of a municipal youth center;

Assesses participant needs and makes referrals to a variety of human service agencies such as Social Services and Mental Health Services;

Provides guidance to participants in addressing various life issues such as career, family, health and relationships;

Provides training to staff and participants;

Assists in writing a variety of reports, including press releases;

Supervises subordinate staff;

May facilitate specific youth center programs or activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the factors underlying youth development and growth; working knowledge of the principles and practices of counseling related to working with youth populations; working knowledge of the community resources available to the youth populations; ability to plan and supervise the work of others; ability to get along well with others; ability to understand and follow oral and written instructions; ability to prepare and present oral and written reports; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A. Successful completion of sixty (60) credit hours at a regionally accredited or New York State registered college or university and one (1) year of work experience working directly with participants in dealing with youth related issues; **OR**

- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience working directly with participants in dealing with youth related issues; **OR**
- C. An equivalent combination of training and experience as described in A and B above.

ULSTER COUNTY
7918 YTH CO AST
Classification: Competitive
OA

Adopted: May 31, 2001