

YOUTH CENTER COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for operating and administering a municipal youth center. Incumbents in this class perform administrative and coordinative functions and, in addition, 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 a Youth Program Director 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.

Plans and implements youth center programming which may include a variety of recreational, educational, and cultural activities, and other program components;

Oversees 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;

Administers and controls youth center budget;

Writes a variety of reports, including press releases;

Meets with and promotes the youth center to various agencies, community groups and the public;

Works with the County Youth Bureau in providing and coordinating services;

Supervises subordinate staff and participant youth workers;

Provides guidance to participants who design and implement components of the youth program for themselves.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the factors underlying youth development and growth; good knowledge of the principles and practices of counseling related to working with youth populations; good knowledge of the community resources available to the youth populations; administrative ability; 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. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Social Work, Guidance, Counseling, Education, Psychology or a related field; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and one year of work experience in a youth oriented program which addresses issues such as family life, relationships, health, substance abuse, education and career; **OR**
- C. Successful completion of sixty (60) credit hours at a regionally accredited or New York State registered college or university and three (3) years of work experience as described in B above; **OR**
- D. An equivalent combination of training and experience as described in A, B and C above.

ULSTER COUNTY
7916 YTH CTR CD
Classification: Competitive
OA

Adopted: January 12, 1994