

YOUTH DEVELOPMENT OUTREACH COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving the responsibility for coordinating, facilitating, and planning youth services; 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 monitor designated programs funded through the Ulster County Youth Bureau. The work is performed under the general supervision of The Director of the Youth Bureau, and the Director of Employment and Training, with leeway allowed for exercising independent judgement in carrying out details of the work. Supervision may be exercised over the work of para-professional and clerical assistants. 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, organizes and coordinates activities and events to foster the goals and objectives established through the collaborative efforts of the Workforce Investment Act (WIA) Youth Council;

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

Offer 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;

Monitors and coordinates the development of programs relating to the Workforce Investment Act, specifically the Youth Council, Out of School Youth Program;

Recruits youth for use of services;

Prepares and presents reports to cooperating agencies;

Prepares and gives public relations presentations;

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

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of youth workforce needs and resources, youth development philosophies and methodologies; 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, honesty, tact, courtesy; 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 Bachelor's Degree in Public or Business Administration, Industrial or Labor Relations, Economics, Social Sciences, Human Services or related field; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associates degree, or satisfactory completion of a minimum of sixty (60) semester credit hours with at least twelve (12) credit hours in any of the areas described in A and two (2) years of full-time paid experience in job or employment program development and analysis, personal counseling for job placement, public or business administration, economics or labor relations, or a related field; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid, or its part-time equivalent, work experience in any of the areas described in B; **OR**
- D. Six (6) years of full-time paid or its part-time equivalent work experience as described in B above.

Note: Post high school educational training in the areas defined in A can be substituted for experience on a year-for-year basis.

Individuals having neither a high school diploma nor a high school equivalency diploma must possess the full six (6) years of required experience.

ULSTER COUNTY
7925 YTH DO CD
Classification: Competitive
Grade: 13
Union: CSEA

Adopted: November 15, 2002