

YOUTH PROGRAM AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is program support work that primarily involves responsibility for assisting the Youth Program Assistant with various programs administered by the Ulster County Youth Bureau. This position involves assisting with program activities that promote social, recreational and educational development of youth. The work is performed under the direction of a program administrator. Supervision is not normally a function of this class. 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.

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

Assists in planning and implementing a county/municipal youth program which may include a variety of recreational, educational, and cultural activities, the operation of a youth center, and other program components;

Assists in preparing and setting up for youth program activities, ensuring spaces and materials are ready for use;

Assists with the chaperoning of trips and other group activities;

Enforces safety guidelines and program rules;

Works directly with participants of the program individually and in groups;

Maintains order and provides guidance to groups;

Cleans facility (indoor and outdoor), as required;

May lead groups in various activities where no specialized skill or proficiency is required;

May monitor and maintain inventory of program supplies and request replenishments as needed;

Performs various clerical duties, which may include scheduling and communication, as directed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of Ulster County Youth Programs and the needs of youth populations; working knowledge of the community resources available to youth populations; ability to understand and carry out simple oral and written instructions; ability to

organize and set up activities for youth; ability to establish and maintain cooperative working relations with others; clerical aptitude; initiative and resourcefulness.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of full-time paid or its part-time equivalent experience working with youth in an educational, recreational or community program setting.

ULSTER COUNTY

7929 YTH PR AID

Classification: Competitive

Grade 10

Union: CSEA

Adopted: February 4, 2025

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