

## YOUTH PROGRAM ASSISTANT

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting in organizing and operating a municipal youth program. Incumbents in this class perform coordinate functions and provide supervision and guidance in specific program areas working individually and in groups with participants in the program. The class differs from that of Youth Program Director in that the Youth Program Director has overall responsibility for the program, has greater authority and responsibility and may supervise the Youth Program Assistant. Work is performed under the general supervision of a higher level employee. 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.

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

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

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

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;

Assists in providing training to staff and participants;

Plans and supervises trips to various locations for recreational, educational and cultural purposes;

May meet with and promote the youth program to various agencies, community groups and the public;

May supervise subordinate staff and participant youth workers.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of the community resources available to the youth populations; working knowledge of the factors underlying youth development and growth; 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 bachelor's degree; **OR**
- B. Successful completion of sixty (60) credit hours at a regionally accredited or New York State registered college or university and one year of experience working directly with participants in a youth oriented program which addresses issues such as family life, relationships, health, substance abuse, education and career; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma 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  
7930 YTH PR AST  
Classification: Competitive  
OA

Adopted: July 17, 1990  
Revised: May 20, 1991