

## **YOUTH PROGRAM DEVELOPMENT COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class plans, develops and implements program improvement strategies concerning youth development that supports learning environments for “at-risk” youth. As part of the program management team, the incumbent performs administrative and coordinative functions and, in addition, provides supervision and guidance in specific program areas working individually and in groups with participants in the program. Work is performed under the general supervision of the Administrator, with considerable leeway allowed in carrying out the details of the work. Supervision is exercised over subordinate staff. 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, develops and implements program improvement strategies, interventions and supports concerning youth development that supports learning environments for “at-risk” youth;

Assesses progress in program implementation utilizing established methodologies of behavior management, conflict resolution and academic engagement;

Establishes and maintains liaisons with other instructional staff within BOCES and/or the school districts to maximize and align the services provided to support student learning;

Supervises staff associated with program implementation, including related office based staff;

Identifies social problems and establishes goals and procedures to overcome those problems by establishing and developing social plans;

Provides technical assistance to BOCES and/or school districts on developing and implementing comprehensive school health, school safety and youth development plans and programs;

Trains BOCES and/or school district personnel in the development of comprehensive school health, school safety and youth development programs, with an institutional focus on incorporating preventative measures into the BOCES and/or school district plans;

Writes a variety of reports and maintains records of up-to-date resources related to the field;

Supervises work implementation related to contracts for service with clients;

Provides oversight for the development of material for the website and distribution to promote related program strategies;

Makes timely progress reports;

Keeps informed of current trends, activities and information relevant to the program(s), participating in professional organizations or attending training sessions as deemed necessary;

Fosters and maintains a positive climate and culture of professionalism.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the factors underlying youth development and

growth; good knowledge of organization, planning and program coordination tools; working knowledge of training methods and procedures; working knowledge of regulations related to school attendance, behavior and academic performance; working knowledge of current windows-based and web-based office software applications; ability to identify social problems and establish and develop social plans; ability to research and prepare written material accurately; ability to plan and supervise the work of others; ability to work independently; ability to establish and maintain effective working relationships with others; ability to communicate effectively both orally and in writing; detail oriented; initiative and resourcefulness; good judgment; tact.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Education, Social Work, Sociology, Human Services or Youth Development or closely related field; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree and two (2) years of full-time paid or its' part-time equivalent, experience in program development for youth, or working directly with at risk youth in a rehabilitative program, youth development program or youth delinquency prevention program; **OR**
- C. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Education, Social Work, Sociology, Human

Services or Youth Development or closely related field and two (2) years of full-time paid or its' part-time equivalent, experience in program development for youth, or working directly with at risk youth in a rehabilitative program, youth development program or youth delinquency prevention program; **OR**

D. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and four (4) years of full-time paid or its' part-time equivalent, experience in program development for youth, or working directly with at risk youth in a rehabilitative program, youth development program or youth delinquency prevention program; **OR**

E. An equivalent combination of training and experience as described in A, B, C and D above.

**Special Requirement:** Possession of a valid New York State Driver's License appropriate to the vehicles operated or otherwise demonstrates their ability to meet the transportation needs of the job.

ULSTER COUNTY  
December 12, 2019  
7935 YTH DEV CD  
Classification: Competitive  
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Adopted: