

YOUTH PROGRAM DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for organizing and operating a municipal youth program. 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. The class differs from that of Youth Program Assistant 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 direction of a municipal board or a higher level municipal official. 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 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;

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;

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

Administers and controls department budget;

Writes a variety of reports, including press releases;

Meets with and promotes the youth program 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; ability to plan and administer a municipal youth program; 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
7940 YTH PR DIR
Classification: Competitive
OA

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