



YOUTH PROGRAM COORDINATOR (OC)
NYS #66-813 RC/EL #24141

Examination to be held **June 1, 2024**; Last filing date **April 22, 2024**

A \$15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application/examination process. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

- 1. If applying online, completed applications must be submitted by 11:59 PM EST on the last filing date.**
- 2. If applying by mail, completed applications must be postmarked no later than the last filing date.**

POSITION EXISTS IN: Rockland County Department of Youth Bureau.

RESIDENCE REQUIREMENTS: Candidates must be legal residents of Rockland County at the time of examination.

SALARY: The starting salary is \$34.87 per hour for a 35-hour workweek with the Rockland County Department of Youth Bureau. Salary will be pro-rated for less than full-time positions.

WHAT THE JOB IS LIKE: This is coordinating and liaison work involving responsibility for overseeing and participating in the day-to-day activities and services of a youth program administered by the Rockland County Youth Bureau (e.g., Youth Employment Program, TEEN Works Program, Rockland Conservation & Service Corps Program, etc.). The work is performed under the direction of a higher-level administrator and work guidance (e.g., lead work) may be provided to others. Does related work as required.

When completing the application, your description of experience must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

MINIMUM QUALIFICATIONS: By examination date, you must have: A Bachelor's degree and two (2) years of work experience in human services*, one (1) year of which must have substantially involved technical, coordinating, or professional (non-clerical) experience in a youth program setting.

*Human services experience substantially involves services that are provided generally to prevent as well as resolve problems and to assist individuals in functioning as effectively as possible; services include but are not limited to social, economic, psychological, and/or emotional support services that are provided to clients or individuals (services are generally related to public assistance, social services, mental health, substance abuse, aging, special needs children, etc.). Human services experience involves direct client contact, and such contact generally requires judgment on the part of the human services provider in interacting with or responding to the client.

NOTE: If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel at rcexams@co.rockland.ny.us no later than two (2) months after the last filing date, June 22, 2024; student transcripts are not acceptable. Failure to comply with the deadlines set herein may result in the disapproval of your application and/or disqualification from a resulting list of eligible candidates. Your college degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. Candidates are responsible for any required evaluation fees. General Information Concerning Evaluation of Foreign Education and Training, including a list of acceptable companies who provide this service, is available here: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>.

NOTE: Any outstanding application documentation must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

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YOUTH PROGRAM COORDINATOR (OC) #66-813 (CONTINUED)

SUBJECT OF WRITTEN EXAMINATION:

1. Advising and Interacting with Others – These questions test for the ability to interact with other people in order to gather and present information and to provide assistance and advice in a courteous and professional manner.
2. Preparing Written Material – These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
3. Working with Youth – These questions test for the principles and practices of providing counseling, supervision and other services to youth. Questions may cover such topics as adolescent development, counseling, crisis intervention, interviewing, supervising and guiding youth, and working with families and community service providers.

USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION

TEST GUIDE: The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

Date Issued: 3/12/2024