

PROGRAM AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is work which involves the promotion of a program or programs, recruitment of participants, coordinating participation and generally providing assistance to a program administrator. The work is performed under the general supervision of the program administrator, but the incumbent has some latitude for independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Meets with community members and community leaders to explain programs and program goals, and encourages participation in same;

Responds to inquiries and addresses concerns;

Looks into programs offered by other municipalities and agencies to explore possible linkages;

Works with program director to ensure compliance with governmental regulations, guidelines and timetables;

Follows up with those recruited to ensure completion of all forms and applications;

Maintains records, prepares reports, and maintains files of programs held, participants, recruits, etc.;

May recruit volunteers and coordinate their activities;

May prepare requests for federal, state or local government grants.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the principles and practices of communication and public relations techniques; ability to plan, organize and present informational programs; ability to maintain cooperative relations with others; ability to communicate effectively.

MINIMUM QUALIFICATIONS:

Either:

- a. An Associate's degree or higher; or
- b. Graduation from high school or possession of an equivalency diploma, and two (2) years of paid or volunteer work experience in an organizational structure (a business, government entity, political party, school, church, etc.) which involved disseminating information, inducing understanding and goodwill, or providing services which contribute to the welfare of a community of people such as senior citizens, teenagers, parents of school children, etc.

NOTES:

1. Two (2) years in a regionally accredited or New York State registered university or college with a minimum of thirty (30) credit hours of Liberal Arts* courses may be substituted for an Associate's degree.
2. Volunteer work experience must be documented. Part-time volunteer work experience will be prorated in the same way as part-time paid work experience.

*Liberal Arts shall be defined as the studies (such as language, history, philosophy, literature, abstract science) in a college or university intended to provide chiefly general knowledge and to develop the general intellectual capacities (as reason and judgment) as opposed to professional or vocational skills.

R.C.D.P. (12.26.2001) 03.01.2016 - Job specification may be subject to further revision
Competitive