

PROGRAM COORDINATOR, YOUTH EMPLOYMENT PROGRAM

DISTINGUISHING FEATURES OF THE CLASS: This is coordinating and liaison work involving responsibility for overseeing and participating in the day-to-day activities and services of the Rockland County Youth Employment Program (e.g. recruitment of eligible youth, monitoring job sites and providing assistance). The work is performed under the direction of the Assistant Director, Youth Bureau and work guidance (e.g. lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees and implements the day-to-day activities and services of the Rockland County Youth Employment Program (e.g. recruits eligible youth, monitors youth job sites and provides technical Assistance to youth);
Develops procedures and documentation necessary to maintain the Rockland County, Youth Employment Program;
Contacts and/or visits various non-profit, municipal agencies and businesses in order to develop employment sites for youth employment participants;
Acts as liaison between youth employment participants and employers in order to coordinate programs and services, exchange information, resolve problems and monitor site placements in order to ensure safe and healthy work environment, etc.;
Oversees and monitors the Youth Employment Program budget (e.g. track contracts and grant money, ensures reimbursement to employers, and maintains appropriate reporting procedures);
Responds to inquires and provides information to the community regarding the County, Youth Employment Program;
Identifies and resolves problems between employers and employees;
Prepares a variety of reports, as required;
May attend professional meetings, conferences, and workshops, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of principles and practices of public relations and community organizations, especially as they pertain to youth employment programs; good knowledge of Rockland County Youth Programs*; ability to communicate effectively, both orally and in writing; ability to understand and carry out oral and written instructions; ability to maintain and prepare a variety of reports; ability to establish and maintain cooperative relations with others; ability to monitor a small budget and track grant funds.

(over)

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma and five (5) years of experience (non-clerical) which substantially included work in youth programs, community relations or employment programs; or
2. Graduation from high school or possession of an equivalency diploma and six (6) years of responsible business experience**.

NOTE: An Associate's degree may be substituted for one (1) year of the business experience.

*To be demonstrated during the probationary period.

**Responsible business experience shall be defined as work in a business setting that involves independent decision-making with important/significant consequences (e.g. establishing criteria for processes and products, hiring decisions, resolving employee-related problems, writing policies, managing or owning a small business), evaluating and acting on or making effective recommendations to act, determining priorities, supervising others, and completing work assignments in a generally independent manner.