

## **PROJECT COORDINATOR, ROCKLAND ENVIRONMENTAL CORPS**

**DISTINGUISHING FEATURES OF THE CLASS:** This is coordinating and liaison work involving responsibility for overseeing and participating in the day-to-day activities of a program funded by the Federal Americorps grant, administered by the Rockland County Youth Bureau, and designed to provide youth workers with the opportunity to improve the environment and social conditions in the community, and to provide education to the community on basic environmental issues. The work is performed under the general direction of the Assistant Director, Youth Bureau, and in accordance with program guidelines. 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 Environmental Corps (e.g. clean-up and beautification of parks, creation of gardens, educational workshops, and programs for young children about the environment);  
Develops all processes, procedures and documentation necessary to maintain the Rockland Environmental Corps program;  
Contacts various agencies, community groups and local organizations in order to develop program sponsors and resources and recruit volunteers;  
Coordinates and arranges for agency sites for the placement of volunteers;  
Acts as a liaison between the Rockland County Youth Bureau, volunteers, and program agencies to coordinate programs and services, exchange information, troubleshoot, and monitor site placements;  
Provides work guidance to the Project Assistant;  
Monitors program effectiveness and identifies problems in order to provide input for program planning and development;  
Answers inquires and provides information to the community regarding the Rockland Environmental Corps program;  
Participates in the development of community service projects;  
Arranges for orientation and training sessions for volunteers and site agencies involved in the program;  
May attend professional meetings, conferences, and workshops, as needed;  
Prepares a variety of reports, as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of principles and practices of public relations and community organizations; good knowledge of the Rockland County Youth Programs, especially the Rockland Environmental Corps\*; ability to plan and organize individual and group activities; 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.

(over)

**MINIMUM QUALIFICATIONS:**

1. A Bachelor's degree and two (2) years of experience in human services\*\*, one (1) year of which must have been in a youth program setting; or
2. A Bachelor's degree and two (2) years of responsible business experience\*\*\*; or
3. Any equivalent combination of the above.

**NOTE:** Additional qualifying human services experience may be substituted for college on a year-for-year basis, up to two (2) years.

\*To be demonstrated during the probationary period.

\*\*Human services experience is that which is involved in the delivery of social, economic or emotional support services to people in our society who are having difficulty coping with the pressures and strains of modern life. The experience involves direct contact with clients in need of services and such contact requires judgment on the part of the individual in dealing with or responding to the client.

\*\*\*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, 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.