

YOUTH BUREAU DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work which involves a responsibility for the management of a youth bureau which includes program development, facility utilization planning and scheduling, grants writing, report writing, etc. The work is performed under the general supervision of the Village Mayor within guidelines established by a Board of Directors. Supervision is exercised over a number of program coordinators, custodial and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Has responsibility for the overall management of a youth bureau which includes planning and approving youth activity programs such as theatre, exercise classes, computer-training, homework help, etc.;

Schedules facility use by community-based organizations and youth activities;

Prepares proposals for private and public funding and writes grants;

Coordinates youth bureau activities with other community groups and resources to avoid duplication of services and provide linkages where possible;

Provides supervision to subordinate staff including program coordinators and assistants, custodial and clerical staff;

Represents the youth bureau at community functions and conferences and promotes youth bureau programs and center activities;

Maintains records and prepares reports including reports for funding sources such as New York State Division For Youth as well as reports for the Village Board and the Youth Bureau Board of Directors;

Keeps abreast of federal and state regulations concerning youth programs and activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of youth-related issues, particularly as they relate to youth activities and recreation; ability to coordinate and direct the work of others; ability to plan, promote, direct and coordinate a comprehensive community-based youth recreation and activity program; ability to read and understand rules and regulations especially as related to securing funding; ability to express oneself clearly both orally and in writing; ability to meet the public and to address groups effectively.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Counseling, Education, Guidance, Psychology, Social Work or a related field, and three (3) years of post degree experience in any one or a combination of the above-named subject areas including youth program development, youth counseling, guidance or teaching.

NOTE: A Master's degree in one of the above-named fields may be substituted for the required experience.