

## **YOUTH PROGRAM AIDE I\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is program support work that primarily involves responsibility for assisting in the recruitment of applicants and processing the applications of eligible youth participating in various programs administered by the Rockland County Youth Bureau. The work is performed under the direction of a program administrator. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in the recruitment of youth employment program applicants by contacting schools, community organizations, etc. in order to gather and disseminate information;  
Receives and reviews Youth Employment Program applications;  
Provides assistance in the certification of youth employment applications by ensuring that all necessary documentation is included;  
Assists with the coordination of the annual Rockland County YouthFest and other youth events and activities, as directed, by scheduling committee meetings, acting as liaison with vendors, government agencies, and sponsors, tracking revenues and expenditures, processing vendor contracts, completing evaluations of the event, etc.;

Contacts prospective employers in Rockland County to determine the availability of employment for eligible youth, as guided, and in accordance with established procedures and techniques;  
Create and distribute monthly newsletter;  
Maintain and update Youth Bureau social media accounts and master contact distribution lists;  
Performs various clerical duties such as the preparation of basic reports, as directed.

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

Good knowledge of clerical practices; good knowledge of office equipment and procedures; working knowledge of Rockland County Youth Programs, especially the Youth Employment Program\*\*; working knowledge of the principles and practices of basic public relations techniques\*\*; ability to understand and carry out simple oral and written instructions; ability to use computer software applicable to the clerical processing function; ability to establish and maintain records according to procedure; ability to establish and maintain cooperative working relations with others.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and two (2) years of office clerical or business experience, one (1) year of which must have been in a youth program setting.

### **NOTES:**

1. Additional qualifying experience or any academic, technical, or vocational training may be substituted for schooling on a year-for-year basis.
2. Post high school education may be substituted for the required experience on a one-for-one basis.
3. Work experience that substantially involved dissemination information, providing services or developing programs or employment for youth may be substituted for the required experience on the basis of one year for the two years of experience, required above.

\*This reflects a retitling of Youth Program Aide.

\*\*To be demonstrated during the probationary period.

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Competitive