

YOUTH PROGRAM COORDINATOR

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 a youth program administered by the Rockland County Youth Bureau (e.g. Youth Employment Program, TEEN Works Program, Rockland Conservation & Service Corps Program, etc.). 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 a youth program administered by the Rockland County Youth Bureau (e.g. Youth Employment Program, TEEN Works Program, Rockland Conservation & Service Corps Program, etc.) by recruiting eligible youth for programs, coordinating placements and monitoring job sites, resolving problems, planning schedules, processing forms and required documents (including contracts), etc.;

Develops and implements processes, procedures and documentation necessary to coordinate and operate programs;

Contacts and/or visits various non-profit, municipal agencies and businesses in order to develop employment sites for program participants, to develop program sponsors and resources, and to recruit volunteers;

Acts as liaison to employers, volunteers, program participants, and program agencies in order to coordinate programs and services, exchange information, resolve problems, and monitor site placements, etc.;

Responds to inquiries and provides information to the community regarding youth programs, as assigned;

Participates in the development of program activities and projects by gathering and presenting information, making recommendations, coordinating stakeholders, etc.;

Identifies and resolves problems between employers and employees;

Prepares a variety of reports, as required;

Monitors program effectiveness and identifies problems in order to provide recommendations and information for program planning and development;

Provides work guidance to program staff;

May assist with the coordination of the annual Rockland County YouthFest 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.;

May monitor youth program budgets (e.g. tracks contracts and grant money, ensures reimbursement to employers, maintains appropriate reporting procedures, etc.);

May attend professional meetings, conferences, and workshops, as assigned.

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 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 prepare a variety of reports; ability to establish and maintain cooperative relations with others.

MINIMUM QUALIFICATIONS:

A Bachelor's degree and two (2) years of work experience in human services**, one (1) year of which must have substantially involved technical, coordinating, or professional (non-clerical) experience in a youth program setting.

*To be demonstrated during the probationary period.

**Human services experience substantially involves services that are provided generally to prevent as well as resolve problems and to assist individuals in functioning as effectively as possible; services include but are not limited to social, economic, psychological, and/or emotional support services that are provided to clients or individuals (services are generally related to public assistance, social services, mental health, substance abuse, aging, special needs children, etc.) Human services experience involves direct client contact and such contact generally requires judgment on the part of the human services provider in interacting with or responding to the client.