

Department: Youth Bureau
Classification: Competitive
Grade: 8

SPEC DISK BA
DOCUMENT 08

SENIOR YOUTH SERVICES WORKER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing guidance and counseling services for young persons by assisting the formulation, implementation, and coordination of a county Youth Services and Recreation Program. This is sub-professional work involving responsibility for recruitment, guidance, placement, and counseling participants in county youth services and recreation programs. Work is performed under the general direction of the Youth Services Coordinator or Director with wide leeway permitted for the exercise of independent judgement. Supervision is exercised over the work of subordinate personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: *(Illustrative only)*

May assist in the preparation of grants under various federal and state programs;
Monitors programs to insure maximum use of grants;
May assist in the planning, development, and implementation of a variety of special programs providing services for the benefit of youth participants;
May assist in the department budget preparation;
Provides liaison with various federal and state programs involving budgeting, sub-contractors, and program assessment;
Meets with various civic groups, organizations, and agencies to inform public of program availability;
Plans and promotes a variety of activities and events utilizing community resources and facilities for the benefit of the program participants;
Prepares and maintains a variety of records, reports, and financial claims;
Compiles data from a variety of sources on objectives and results of the program;
Prepares correspondence of a routine nature, reports, and press releases as required.

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

Working knowledge of the characteristics, needs, and interests of youth, working knowledge of community group work and human relations and resources which can be utilized to assist youth; ability to supervise the work of others; ability to establish and maintain effective interpersonal relations; ability to plan, promote, and coordinate youth activities; ability to communicate clearly and effectively both orally and in writing; tact, courtesy, integrity, and physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (a) Completion of 60 semester hours from a regionally accredited or NYS registered college or university in a program with major emphasis in social science, recreation, administration, education, or allied field, and two years of experience in a field of youth services or
- (b) Graduation from high school or possession of a high school equivalency diploma and three years of experience as defined in (a) or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).