

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position charged with the responsibility of gathering and evaluating information related to potential participants in employment and volunteer programs, as well as providing training and guidance to program enrollees. Under general supervision of the Youth Coordinator, the incumbent is responsible for developing pride, teamwork, work ethic and a sense of community for program participants through neighborhood work activities. The incumbent establishes program goals based on participant attributes, community needs and funding sources. The incumbent is called upon to exercise sound professional judgment in aiding in the formulation and execution of participant plans that meet the individuals' personal talents and community needs.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only) Networks and coordinates work activities with community agencies, work sponsors, support services providers and/or program partners to formulate program goals consistent with participant goals and community needs;

- Organizes and implements work activities that would most benefit program participants and the needs of the community;
- Interviews participants to gather, evaluate and data enter information related to prior work experience, education, specific skills, physical, personal and social background to formulate volunteer service plans.
- Formulates volunteer action plans for program participants; Develops written agreements with sponsors for each work project;
- Provides information to program participants regarding job opportunities, training programs and vocational education;
- Makes home or work site field visits to discuss problems and progress with participants, training agencies and employers;
- Conducts orientation and/or informal informational sessions with participant groups regarding volunteer opportunities in the community;
- Maintains and updates participant program records and progress reports;
- Participates in staff meetings, community meetings and conferences designed to define participant goals/ problems and evaluate progress;
- Prepares a variety of narrative and tabular reports;
- Monitors expenses and provides budget revisions as needed;
- Enters and retrieves information in an automated information system;
  - Performs related work as required.

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

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- Good knowledge of principles, practices and techniques of program administration;
- Good knowledge of available participant training and educational programs;
- Good knowledge of community organizations and human service agencies;
- Good knowledge of job placement sources;
- Good knowledge of federal, state and local employment and training regulations;
- Good knowledge of personal computers and office equipment;
- Ability to evaluate participant's vocational interests and aptitudes;
- Ability to establish and maintain effective interpersonal relationships with participants, employers, community agencies and training agencies;
- Ability to prepare and interpret narrative and tabular reports;
- Strong management and organizational skills;
- Ability to plan and supervise the work of others;
- Ability to clearly and concisely evaluate, in writing, a participant's service activity
- Ability to communicate effectively both orally and in writing;
- Good judgment;
- Courtesy and tact;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree;  
OR
- (B) Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree and two (2) years of experience in counseling, casework, employment interviewing or related work in a community action or similar agency dealing with the employment or training of economically disadvantaged minority to low income persons; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in counseling, casework, employment interviewing or related work in a community action or similar agency dealing with the employment or training of economically disadvantaged minority or low income persons; OR
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

Revised: 9/21/88  
10/08/03  
9/29/05