

YOUTH OUTREACH COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision of the Deputy Commissioner of the Department of Youth and Workforce Services, the incumbent is responsible for organizing and conducting activities and events that support the personal, social, cultural and academic growth of young people. Leeway is permitted for the exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over volunteers and youth program participants involved in the program.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Organizes and conducts a variety of youth program activities;
- Interviews and assesses the needs of youth program participants;
- Identifies existing youth-specific programs and services in the City of Albany;
- Monitors and provides assistance to youth program participants and volunteers involved in activities to maintain order and ensure safety;
- Maintains on-going contact and acts as a program liaison with community service agencies, schools, parents and youth;
- Accompanies program participants on field trips and to special events;
- Acts as a role model and provides guidance to youth;
- Creates and maintains basic records and reports related to program activities;
- Attends meetings and training related to program area;
- Maintains equipment and supplies needed for the program area;
- Provides information over the phone or in person on program services and requirements;
- May schedule appointments, explain procedures and program processes or make referrals to other community agencies;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the of the policies, procedures, rules and regulations governing the youth program area assigned;
- Good knowledge of personal computers and office equipment;
- Working knowledge of the underlying principles of youth development and growth;
- Working knowledge of the typical problems and needs of youth;
- Working knowledge of public and private resources for provision of services for youth;

- Working knowledge of public relations and educational techniques relating to the program area assigned;
- Ability to establish rapport with youths;
- Ability to plan, organize, and direct the activities of program participants and volunteers;
- Ability to establish and maintain effective working relationships with others;
- Ability to communicate effectively, both orally and in writing;
- Ability to understand and follow oral and written instructions;
- Ability to work nights, weekends and holidays;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's degree; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience working in youth development, recreation, youth character building, delinquency prevention or closely related field; **OR**
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE:

Verifiable part-time or volunteer experience may be prorated toward meeting full-time experience requirements.

SPECIAL NOTE:

Position may require Saturday, Sunday, and holiday hours and/or work assignments during the day, evening and nights.

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