

## **YOUTH PROGRAM FACILITATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position charged with the responsibility of working with enrolled Department of Youth and Workforce Services (DYWS) participants in employment and volunteer programs, as well as providing training and direction to program enrollees. Under general supervision of the Deputy Commissioner, the incumbent is responsible for establishing program goals based on participant attributes, needs and funding sources. The incumbent is responsible for the formulation and execution of participant plans that meet the individuals' personal talents and community needs. Supervision over others is not typical of this class.

### **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 and evaluate information related to prior work experience, education, specific skills, physical, personal and social background to formulate volunteer service plans;
- Enters data regarding information gathered during interview process;
- Formulates 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;
- Prepares written reports of work projects, participant evaluations, site reports, incident reports, written warnings, suspension and separation notices;
- 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;
- Works closely with other departmental staff to ensure accurate data for reporting purposes and quality service;
- Matches youth with employers;
- Works with employers to help to navigate employer services programs;
- 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 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 personal computers and office equipment;
- Good knowledge of participant development;
- Good knowledge of local labor market needs and employer services programs;
- Good knowledge of electronic grant and participant reporting systems;
- Good knowledge of providing volunteer training in service learning programs;
- Good knowledge of the various eligibility measures and audit requirements of program funding streams;
- Ability to compile and disseminate information to identify participant's vocational interests and experiences;
- Ability to establish and maintain effective interpersonal relationships with participants, employers, community agencies and training agencies;
- Ability to clearly and concisely evaluate, in writing, a participant's service activity;
- Ability to prepare special periodic reports;
- Ability to communicate effectively both orally and in writing;
- Strong management and organizational skills;
- 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 one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree and one (1) years of full-time paid 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**
- (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 three (3) years of full-time paid 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**
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years full-time paid 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) and (B) above.

Revised: 9/21/88  
10/8/03  
9/29/05  
7/26/06  
6/24/15  
2/22/17