YOUTH PROGRAMS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This incumbent is responsible for the planning, development and oversight of youth programs. The incumbent will be responsible for the networking, integration and coordination of youth services. The incumbent involves professional administrative duties of considerable complexity as well as maintaining effective linkages with other agencies and ensuring the quality and integration of all components. The Youth Programs Coordinator reports directly to the Commissioner of the Department.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Builds and maintains ongoing working relations with community organizations, city, state, county and federal agencies;
- Plans and coordinates development of program components;
- Oversees the daily operation of youth programs;
- Insures compliance with policies, rules and regulations established concerning program staffing, operations and other related phases of programs;
- Collects data for evaluation efforts;
- Develops and submits necessary reports;
- Provides community outreach and builds community awareness;
- Establishes youth trainee committee for program planning and operational decision making;
- Supervises program staff;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

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

- Comprehensive knowledge of principles, practices and techniques of administration;
- Good knowledge of youth programming and initiatives;
- Good knowledge of the particulars of grant funding;
- Working knowledge of personal computers and office equipment;
- Strong initiative;
- Strong management and supervisory skills;
- Ability to problem-solve;
- Ability to express oneself effectively both orally and in writing;
- Ability to establish rapport and relate sensitively to a multiracial and multicultural group of young people and staff;
• Ability to plan and supervise the work of others on a large scale; ability to prepare detailed records and reports; skills in collecting, organizing, analyzing and interpreting data and information;
• Ability to establish and maintain a working relationship with clients, agencies and the community at large;
• Ability to build team skills;
• Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Master’s Degree in education, counseling, human services or related field and two (2) years experience in a position of similar administrative responsibilities; OR

B. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor’s Degree in counseling, human services or related field and three (3) years experience in a position of similar administrative responsibilities; OR

C. Any equivalent combination of training and experience as defined by the limits of (A) and (B).