

YOUTH PROGRAM SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical and limited administrative work involved in the coordination of specific programs operated under the auspices of the Delaware County Youth Bureau. The incumbent also assists in the general operation of the Youth Bureau and may be assigned similar duties in programs operated by the Social Services Department. The work is performed under general or direct supervision depending on specific work assignment. Supervises program assistants and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

General Operations and Resource Allocation Program: Acts as liaison to agencies funded through Youth Bureau; Acts as facilitator with NYS Office of Children and Family Services, Division of Criminal Justice Services, County Probation Department, and County municipalities; Performs routine clerical work such as maintaining files, preparing correspondence, answering phone, maintaining fiscal ledgers for operating costs; Contacts media to advertise existence and availability of program funds; Accepts applications for funding and ensure they are complete; Prepares actual cases for each application; Prepares summary reports for Youth Bureau Board of Directors regarding each program; Performs annual on-site visits to all programs and municipalities; Maintains files on all agencies and municipalities; Monitors program reports sent to NYS Office of Children and Family Services; Prepares Resource Allocation Package and submit to NYS.

When assigned to Youth Court: Recruits youth volunteers to serve on Youth Court; Trains Youth Court staff members; Supervises youth interns and volunteers, coordinating their activities; Receives and reviews referrals to Youth Court for disposition Prepares cases for Youth Court; Schedule trials and members to participate; Acts as liaison between Youth Court and police departments, Probation Departments, area schools, and community members; Coordinates services with other agencies; Coordinates the Community Service Program; Recruit new sites for community service and visit present sites; Assigns community service to sites and respondents; Seek funding sources and submit proposals; Prepares reports for funding sources and others as requested; Promotes Youth Court throughout the County; Organizes, monitors and maintains all Youth Court records and database; Coordinates with Treasurer for prompt payment of bills; Creates and updates bi-monthly newsletter, pamphlets and advertisements.

When assigned to Youth Awards Banquet: Seeks appropriate nominations for outstanding youth volunteer service; Determines eligible participants for the program; Solicits donations for the banquet and awards program; Prepares and submits grant proposals to support awards program; Designs and publishes invitations, programs, awards and thank you notes; Coordinates media coverage of the event; Coordinates activities for the banquet/program;

When assigned to Annual Summer Youth Employment Program: Prepares orientation packets for each municipality in Delaware County; Coordinates the hiring of youth including finding suitable employment for their age; Supervises submission of paperwork and payroll for youth in the program; Monitors work sites to insure safety of the youth on the job; Prepares employment portfolios for each hired youth; Submits vouchers for reimbursement to municipalities; Prepares annual summary of program.

When assigned to Social Services Summer Campership Program: Solicits donations to establish a Campership Fund; Prepares grants to supplement funding; Contacts camps throughout NYS to determine cost, availability, and programs; Establishes a rapport with

camps so that Delaware County children might attend; Contacts Social Services staff to solicit applications from children who might attend camp; Determines eligibility of children for payment and submit vouchers for payment; Assists parents in completion and submission of camp applications; Conducts on-site visits of camps; Organizes on-call policies and procedures for Social Services casework staff; Maintains and updates files; Evaluates camp summaries received from parents; Prepares annual evaluation of program for Commissioner.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Concern for and interest in youth; Good knowledge of the needs and problems of youth; Comprehensive knowledge of specific youth programs and services that the incumbent is responsible for supervising; Good knowledge of a variety of youth programs and services; Good knowledge of local and State agencies and bodies involved in youth issues; Good knowledge of the regular funding process for various youth programs and services; Working knowledge of alternative sources of funding for existing and proposed youth programs; Working knowledge of procedures for preparing grant proposals; Good knowledge of office terminology, procedures and equipment; Good knowledge of business arithmetic and English; Working knowledge of methods of maintaining financial records; Working knowledge of the methods and techniques used in public relations; Ability to establish rapport with youth; Ability to establish and maintain cooperative working relations with public and private officials, the general public and other persons involved in youth programs; Ability to express ideas clearly and effectively both orally and in writing; Ability to understand and carry out complex oral and written directions; Ability to organize ideas, concepts and tasks into a coherent pattern that is effective and timely; Ability to prepare reports and maintain detailed records; Ability to plan, coordinate and direct the work of others; Ability to deliver basic training to youth on job skill topics and juvenile justice concepts; Clerical aptitude; Ingenuity, initiative, honesty, dependability, tact, courtesy and emotional maturity; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two years experience in a youth oriented program involving youth development, recreation, cultural, educational, juvenile delinquency prevention/control or similar program. Shall include one year in a supervisory or administrative capacity of youth, age infant to 21 years old.

Adopted 3/15/00

Revised 9/11/01