

Jurisdiction: City of Ithaca

Jurisdictional Class: Competitive

Adopted: 11/29/88

Revised: 07/12/94, 05/19/97, 03/23/98, 09/13/01, 04/06/05, 09/07/22

YOUTH PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, coordinating and supervising one or more youth development programs for the Youth Bureau. Specific tasks and duties will vary depending on the specific program area assigned but generally the incumbent plans, develops, implements and coordinates the assigned program(s), and supervises subordinate employees assigned to the program. The incumbent is also responsible for recruiting, interviewing and training volunteers and monitoring their performance. In addition, the incumbent is involved in public relations activities to aid in the promotion and development of the youth programs. The incumbent may also assist superiors with applications for program funding by providing supporting program information; however, direct fund-raising activities are the responsibility of higher level administrators. This position differs from that of a Youth Program Leader by virtue of the fact that a Youth Program Coordinator exercises administrative oversight of an entire program area. This position differs from that of a Youth Program Administrator by virtue of the fact that a Youth Program Coordinator does not have responsibility for and does not oversee all of the Youth Bureau's youth development programs, nor is a Youth Program Coordinator independently responsible for seeking funding for assigned programs. Work is performed under the general supervision of the Youth Program Administrator or a higher level administrator, with considerable latitude allowed for the exercise of independent judgment in the performance of the work. Direct supervision is exercised over Youth Program Leaders, seasonal staff, volunteers and student interns. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans, develops, organizes and coordinates youth programs, activities and events to assist young people with personal, social, cultural and academic growth;
- Evaluates youth programs throughout the year and conducts a needs assessment of program area by monitoring enrollment, gathering feedback from staff, volunteers and youths involved;
- Recruits, interviews and assigns volunteers to work with youths involved in certain programs;
- Supervises, schedules, assigns and reviews the work of subordinate Youth Program Leaders, volunteers and students;
- Plans and conducts training for staff members;
- Supervises and participates in program, activities and outings designed for youth involved in the program;
- Provides guidance for youths and acts as a liaison between the community service agencies, schools, parents and the youth;
- Develops and maintains information and contacts regarding programs resources;
- Promotes sponsored programs by speaking formally and informally to individuals and groups to explain and promote Youth Bureau programs; oversees development of brochures, fliers and press releases;
- Supervises record maintenance systems and prepares regular reports related to program activities;
- May participate in the development of applications for funding, preparation of program work plan, program budget and administers funding in accordance with allocation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the of the policies, procedures, rules and regulations governing the youth program area assigned; good knowledge of the underlying principles of youth development and growth; good knowledge of the typical problems and needs of youth; good knowledge of community resources available to youth; working knowledge of public relations and educational techniques relating to program area assigned; ability to plan, organize, coordinate, administer and evaluate the effectiveness of program plans and provision of services related to a youth program; ability to establish and maintain effective working relationships with others; ability to plan and supervise the work of others; ability to plan and conduct training; ability to establish rapport with youths; ability to prepare and deliver presentations in a clear, concise and articulate manner that engages youth participants; ability to communicate effectively both orally and in writing; ability to analyze and organize data and prepare records and reports; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Possession of a Bachelor's degree in sociology, psychology, social work, counseling, education, recreation, physical education, or a closely related field with similar course curriculum and one (1) year of full-time paid experience, or its part-time and/or volunteer equivalent, working in a human services agency, educational environment or recreation program in a capacity which involves the provision of direct services to clientele; or
- (b) Possession of an Associate's degree in sociology, psychology, human services, education, recreation or a closely related field with similar course curriculum and three (3) years of experience listed in (a); or
- (c) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience listed in (a); or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

Substitutions: College education in fields of study other than those specified in (a) above may be substituted for the required experience up to a maximum of two (2) years, in accordance with the following formula: one year college education = six months of qualifying experience.

Note: College degrees must have been awarded by, and college coursework completed at, a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by, or college coursework completed at, an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.