

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 04/06/05
Revised: 09/15/10, 09/07/22

YOUTH PROGRAM LEADER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, organizing and conducting activities, events, programs or services that support the personal, social, cultural and academic growth of young people. Specific tasks vary depending on the program area to which the employee is assigned; however, in general the incumbent instructs or counsels program participants, assists in program planning and acts as a liaison to community groups. The work is performed under the general supervision of a Youth Program Coordinator with leeway permitted for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over part-time seasonal staff, volunteers and student interns. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, develops, promotes and conducts a variety of youth program activities;
Assists Youth Program Coordinator with overall program planning;
Interviews and assesses the needs of youth program participants;
Establishes program goals and objectives for participants;
Monitors youth program participants and/or volunteers involved in activities, providing assistance and/or counseling as needed, maintaining order and ensuring safety;
Maintains on-going contact and acts as a program liaison with community service agencies, schools, parents and youth;
Utilizes community resources and recreation facilities, and/or conducts outreach to local businesses, for the benefit of program participants;
Accompanies program participants on field trips, group projects and to special events;
Acts as a role model and provides guidance to youth;
Provides information on program services and requirements on the phone, in person and through home visits, and explains procedures and program processes or makes referrals to other community agencies;
Speaks formally and informally to individuals and groups to explain programs;
Visits schools, teen centers, youth "hangouts" and other potential client centers to make consulting services available;
Delegates specific tasks and projects and supervises seasonal employees, work-study students, interns and volunteers completing those tasks and projects;
Recruits, screens, schedules supervises and trains volunteers, student interns and part-time seasonal staff in the implementation of programs;
Prepares and maintains written records and reports related to program activities and individual cases, and presents oral reports when appropriate;
Assists the Youth Program Coordinator in public relations and recruitment of volunteers;
Attends meetings and training related to program area;
May maintain equipment and supplies needed for program area;
May prepare budget estimates for one or more segments of assigned programs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good 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; 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

Full Performance Knowledges, Skills, Abilities, Personal Characteristics – continued:

plan, organize, and direct the activities of program participants and volunteers; ability to establish and maintain effective working relationships with others; ability to address groups and communicate effectively both orally and in writing; ability to understand and follow oral and written instructions; ability to successfully work with and serve a diverse local community; good judgment; 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; 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 two (2) years 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
- (c) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience listed in (b); or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

Substitutions:

- 1. College degrees in fields of study other than those specified in (a) and (b) above may be substituted for the required experience up to a maximum of two (2) years, in accordance with the following formula: 1 year college education = 6 months of qualifying experience.
- 2. College coursework that did not result in the attainment of a job-related degree as defined above may be substituted for a portion of the required work experience at the rate of: thirty (30) credit hours of job-related college coursework shall be the equivalent of one (1) year of full-time work experience; provided, however, that in no event shall college coursework toward an Associate's degree be substituted for more than eighteen months of work experience if the Associate's degree has not been obtained; nor shall college coursework toward a Bachelor's degree be substituted for more than forty-two (42) months of work experience if the Bachelor's degree has not been obtained; nor shall college coursework toward a Master's degree be substituted for more than six (6) months of work experience if the Master's degree has not been obtained.

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.