

## YOUTH PROGRAM SPECIALIST

DISTINGUISHING FEATURES OF CLASS: Work involves responsibility for developing and implementing a variety of Youth Bureau programs and initiatives, e.g. Reality Check, Youth Court, Mentor Program, etc. Specific program requirements, as well as review and oversight, may be provided by grant coordinators, on the state and/or regional level. Responsibilities involve providing leadership to program participants, program planning and implementation in accordance with state and/or other grant requirements and Youth Department policies and procedures. Work is performed under the general supervision of a higher level Youth Bureau employee. Team work and ability to provide leadership to others is a requirement of this position. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Develops and implements innovative tools for specific Youth Bureau programs and initiatives, e.g. Reality Check, Youth Court, Mentor Program, etc., as assigned;

Works with youth to plan programs and events that spread the message of specific Youth Bureau programs and initiatives, e.g. Reality Check, Youth Court, Mentor Program, etc., as assigned;

Researches, using websites and available literature for information related to developing specific Youth Bureau programs and initiatives, e.g. Reality Check, Youth Court, Mentor Program, etc., as assigned;

Educates and empowers youth to execute the goals of Youth Bureau programs and initiatives, e.g. Reality Check, Youth Court, Mentor Program, etc., through regular meetings and related activities;

Assists youth participants in organizing meetings and activities; Facilitates the development and maintenance of a youth-friendly, user-friendly website that provides information about Youth Bureau programs and initiatives, e.g. Reality Check, Youth Court, Mentor Program, etc., as well as other information that promotes youth development by organizing a technology committee comprised of youth;

Travels with youth to statewide and regional events and trainings;

Coordinates recruitment for statewide events;

Maintains youth membership information on a database;

Coordinates mailings and recruitment for events, programs and initiatives;

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of group facilitation skills; good knowledge of adolescent development; ability to use computers and computer software to create databases, mailings, and program-related documents and materials; ability to perform research on the Internet; ability to deal effectively with adolescent population; ability to establish and maintain effective working relationships with private and governmental officials and agencies; organizational ability; ability to be a good role model; ability to communicate effectively, both orally and in writing; emotional maturity, good judgment; discretion; tact; initiative; resourcefulness.

MINIMUM QUALIFICATIONS:

- a) Bachelor's degree and one (1) year of paid or volunteer experience working with youth in educational, recreational or related setting; or
- b) Associate's degree or sixty (60) college credits and three (3) years of paid or volunteer experience working with youth in educational, recreational or related setting; or
- c) An equivalent combination of experience and training as described in a) and b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SUBSTITUTION NOTE: Post-secondary level education may be substituted for one (1) year of the required experience indicated above on the basis of thirty (30) college credits per year of experience.

SPECIAL REQUIREMENT: Possession of a current appropriate valid New York State Motor Vehicle Operator's license at time of appointment.