

Jurisdictional Class: Competitive  
EEO Category: Paraprofessionals  
Revised: 05/25/2023

## **YOUTH PROGRAM DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the County Youth Bureau and involves responsibility for monitoring and/or coordinating activities of direct service youth programs funded by the Bureau. The incumbent provides guidance and technical assistance to funded contract agencies providing youth programming. The position serves as the Runaway and Homeless Youth Coordinator. The work is performed under general supervision of the Youth Bureau Director, with leeway permitted for exercise of independent judgment in carrying out assigned duties. Supervision may be exercised over the work of subordinate personnel. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Coordinates a variety of aspects concerned with direct service programs funded by the County Youth Bureau;

Conducts on-site monitoring visits to funded programs administered by public and private human service agencies to ensure that they are operating in accordance with contract agreements;

Establishes and maintains good working relationships with public and private human service agency personnel;

Participates on community committees and task forces concerned with providing adequate services to youth in the community;

Evaluates how well contract agency programs are meeting their stated objectives;

Interprets State regulations, rules and guidelines concerned with providing a variety of youth service programs either direct-funded or by contract agency;

Holds periodic conferences with program supervisors of contract agencies;

Provides guidance and technical assistance to funded program administrators;

Aids agencies in preparation of applications for funding;

Develops and implements County plans to improve services for runaway and homeless youth and their families;

Identifies, assesses and monitors of all available County resources for runaway and homeless youth and their families;

Ensures a system is in place for response to inquiries concerning available shelter space, transportation and services 24 hours per day;

Ensures the Runaway and Homeless Youth Program youth have access to educational services, including transportation;

When designated by the County, provides notice to the Office of Children and Family Services regarding any youth staying beyond the applicable length of stay;

Compiles statistical data and records personal observations for use in quarterly status reports on contract agencies;

Prepares a variety of records and reports related to the work.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the organization and administration of youth service programs; good knowledge of community resources; ability to communicate effectively with others both orally and in writing; ability to establish and maintain effective working relationships with others; ability to monitor contract provided services and recommend revisions or improvements; ability to prepare grant applications and interpret funding guidelines, rules, and regulations; ability to assess programmatic accountability.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of Bachelor's Degree **AND** one (1) year of experience in a youth development, delinquency prevention agency or human services program, involving working with youth or coordinating youth program activities; **OR**
- (B) Completion of a minimum of sixty (60) semester credit hours **AND** three (3) years of experience in a youth development, delinquency prevention agency or human services program, involving working with youth or coordinating youth program activities.

**SPECIAL REQUIREMENT:** Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

**NOTE:** Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

Adopted: 02/15/1985  
Revised: 06/20/1991, 09/24/1996, 08/28/1997, 11/20/2012, 07/22/2014, 01/17/2020, 02/21/2023, 05/25/2023

Title changed from "Youth Program Coordinator": 08/28/1997