

YOUTH PROGRAM LEADER

DISTINGUISHING FEATURES OF THE CLASS: This class has responsibility for implementing preplanned programs or youth related activities such as cards, movies, and games. The incumbent is expected to lead the activities and generally supervise participants. This position differs from Recreation Specialist as incumbents in this class are responsible for taking program participants to different City locations via public transportation. Work is performed under the general supervision of a Youth Bureau and Recreation Program Coordinator. A Youth Program Leader performs related work as required.

TYPICAL WORK ACTIVITIES:

- Implements planned programs and activities for youth;
- Conducts youth related activities and programs;
- Relates to youth and makes referrals to supervisor for further counseling and/or assistance in obtaining needed services;
- Supervises youth including the use of appropriate discipline when necessary;
- Supervise use of public transportation;
- Distributes and maintains control over equipment and supplies for the program;
- Arranges and puts away all material necessary for the activity/program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of principles, practices and procedures of implementing and leading youth oriented programs; ability to establish rapport with youth; ability to recognize the needs and interests of youth; ability to gain confidence of youth; ability to distribute materials and supplies and maintain control of equipment; ability to follow instructions; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one year of experience implementing a variety of cultural, educational youth programs.

NOTE: Part-time or volunteer experience may be substituted for the full-time experience on a pro-rated basis.

NOTE: Successful completion of 30 credit hours of post secondary education with major emphasis in psychology, sociology, elementary or secondary education, recreation, physical education or a related field may be substituted for the one year of required experience.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 6/10/2016