

CREW LEADER

97-A

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the day to day supervision of youth participants in a summer youth employment and training program. The Crew Leader provides guidance and direction while leading participants in the performance of assigned job tasks. Work is performed under general supervision.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Provides day to day supervision to insure safety and productivity of program participants;

Maintains records of daily attendance and takes appropriate action as attendance problems occur;

Learns the SCANS foundation skills and competencies and provides assistance in developing assigned work tasks into educational experiences;

Assesses program participants and maintains written records of assessments;

Communicates with program supervisory staff to identify policies, goals, and procedures of the program;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the scope of youth services available through the Summer Youth Program; working knowledge of other youth services available in the community; ability to establish and maintain effective working relationships with young people from a variety of social, economic, cultural, and ethnic backgrounds; ability to maintain records and prepare reports; ability to provide direction and leadership to program participants sensitivity to issues of cultural diversity; a desire to work with young adults and adolescents; good judgment; emotional maturity; initiative; and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a Bachelor's degree or higher; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with an Associate's degree and two (2) years of experience in providing teaching support services, counseling, guidance counseling, or vocational/employment counseling; or
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as described in (B) above.

***SPECIAL REQUIREMENT(S) FOR APPOINTMENT:** Employees in this class will require access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.*

NOTE: Your degree or credits 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 your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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NYS Civil Service Commission Approval: N/A