

JUNIOR CREW LEADER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting a Crew Leader with the day to day supervision of youth participants in a summer youth employment and training program. The Junior Crew Leader works under the general direction and leadership of a Crew Leader.

TYPICAL WORK ACTIVITIES:

Assists the Crew Leader in the day to day supervision of youth;

Assists in the daily tracking of attendance;

Assists in making sure that youth participants are performing assigned job tasks in a safe manner;

Assists in providing the educational components of the program;

Assists in facilitating a positive relationship with worksite supervisors and providing information to supervisors concerning the program goals and objectives;

Assists in maintaining 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;

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

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maturity; initiative; and resourcefulness.

MINIMUM QUALIFICATIONS: Possession of a high school or equivalency diploma and one year of post high school academic work at either a college or vocational school.

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Last Reviewed: 6/16/97
Jurisdictional Class: PC - Non-Competitive
Public Hearing: pending
NYS Civil Service Commission Approval: pending

Revised and Replaced in Classplan: 2/10/2023