

MANAGER OF YOUTH SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for planning, implementing and coordinating recreational, educational and other programs for the community's youth. Duties will also involve activities in connection with applying for and administering youth program grants available through State, Federal or private sources. Work is performed in accordance with established guidelines and policies. Most job duties are performed in an independent manner.

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.*

Submit to the Commissioner of the Division of Community Resources a four-year comprehensive

Unified County Plan for the Youth. This Plan is to be updated annually.

Administer programs involving and affecting youth in the County of Sullivan.

Be the lead advocate for the youth of the County.

Develop a network of youth service providers and trusted partners who will collaborate and develop a seamless system of services for County youth.

Work with the Office for the Aging to develop intergenerational activities and programs.

Determine the availability of grants for youth programs and accumulate data necessary to make application for available funds.

Complete grant applications and when necessary, make oral presentations regarding applications.

Meet with officers of the State and local government to assist in planning and implementing youth programs.

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Prepare and distribute publicity releases, displays and exhibits pertinent to youth programs in conjunction with the Commissioner of the Division of Community Resources.

Compile and prepare reports, articles, records, memoranda and correspondence pertaining to the Youth Bureau activities and programs.

Process and follow up on requests for information.

Perform a variety of administrative tasks in connection with Youth Bureau activities.

May supervise staff.

Any additional programs or services as may be assigned to the Department by the County Manager, or the County Legislature, or the Commissioner of the Division of Community Resources.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of funds and support materials available for use in establishing youth programs; working knowledge of the geography and demography of the County; ability to plan, implement and coordinate programs for youth; ability to present ideas clearly, both orally and in writing; ability to organize data into tables, charts and other formats used in making presentations; ability to maintain records and prepare reports; concern and commitment to develop recreational and educational programs for young people; ability to get along well with others.

MINIMUM QUALIFICATIONS – Either:

- (A) Possession of a Master's degree in social work, guidance, or a closely related field; or
- (B) Possession of a Bachelor's degree and two years of experience in teaching, social work, counseling, youth services, or similar experience involving direct public contact in providing human services; or

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- (C) Six years of experience as described in (B) above; or
- (D) An equivalent combination of training and experience as described in (A) and (B) above.

NOTE: Graduate level academic coursework in the areas of Education, Recreation, Public Administration, Business Administration, Social Work or in a Human Sciences field can be substituted for work experience on a year for year basis.

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

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