

SENIOR CREW LEADER

97-C

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the day to day supervision of adults and youth participants in a job training program. The Senior Crew Leader provides guidance and direction to crew leaders and participants. Work is performed under general supervision of an Employment and Training Specialist or other supervisor with leeway for independently performing job duties.

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.*

Supervision of adult and youth participants;

May train crew leaders and junior crew leaders;

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 and trains others on 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;

Completes all required paperwork relating to program participants and activities;

Contacts clients to obtain additional information;

Provides routine information orally or in writing in response to various situations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the scope of adult and youth services available through the

Program; good knowledge of other adult and youth services in the community; ability to establish and maintain effective working relationships with people from a variety of social, economic, cultural, and ethnic backgrounds; ability to plan, assign and supervise the work of others; 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 adult and youth; 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 to grant degrees, or New York registered college or university with a Bachelor's Degree or higher plus employment as a Crew Leader at Sullivan County Center for Workforce Development for two (2) summers; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, or New York registered college or university with an Associate's Degree and two (2) years experience in providing teaching support, counseling, guidance or vocational/employment counseling, or a related field plus employment as a Crew Leader at Sullivan County Center for Workforce Development for two (2) summers; or
- (C) Four (4) years of experience as described in (B) above plus employment as a Crew Leader at Sullivan County Center for Workforce Development for two (2) summers; or

- (D) An equivalent combination of training and experience as described in (A), (B) and (C) plus employment as a Crew Leader at Sullivan County Center for Workforce Development for two (2) summers.

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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Last Reviewed: 12/21/01

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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