

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the performance of duties on a seasonal basis from memorial day to labor day. The duties performed include overseeing staff who provide leadership and guidance to participants in a summer youth employment program. The work is performed under general supervision with leeway for using independent judgment in carrying out most job tasks. Supervision is provided to all staff assigned to the summer youth program.

**TYPICAL WORK ACTIVITIES:**

Assists regular staff members in the Employment & Training Office by providing information and data for use in initiating and developing plans for the summer youth program;

Prepares schedules of Crew Leader assignments;

Makes task assignments to Crew Leaders;

Confers with Crew Leaders to identify specific issues relating to program administration;

Provides information to program participants concerning educational goals, training opportunities, job opportunities, and services available through the summer youth program;

Maintains a variety of records and reports concerning program activities;

Confers with appropriate administrators or supervisors from the Employment & Training Office concerning program policies, objectives, and procedures;

Provides direction and guidance to Crew Leaders.

**FULL PERFORMANCE KNOWLEDGE, 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 persons employed in the Summer Youth Program; 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) Possession of a bachelors degree and one year of experience in teaching, counseling, guidance counseling, or vocational/employment counseling; or
- (B) Possession of an associates degree and three years of experience as described in (A) above;  
or
- (C) an equivalent combination of training and experience as described in (A) and (B) above.

**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: 9/23/97  
Jurisdictional Class: Non-Competitive  
Public Hearing: Pending  
NYS Civil Service Commission Approval: Pending

Revised and Replaced in Classplan: 3/30/2023  
Revised and Replaced in Classplan: 6/19/2025 (Edu)