

## **SUPERVISING CREW LEADER**

**97-F**

**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 Supervising Crew Leader provides guidance and direction to other crew leaders and participants. Work is performed under general supervision of the Youth Workforce Coordinator 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, as well as other Crew Leaders;

Will assist Youth Workforce Coordinator in training other Crew Leaders;

May travel to monitor and oversee various worksites;

Provides day-to-day supervision to ensure safety and productivity of program participants;

Upholds second level approval of daily attendance and takes appropriate action as attendance problems occur;

Learns and trains others on the work readiness skills and competencies, while aiding in developing assigned work tasks into educational experiences;

Assesses program participants and maintains written records of assessments;

Communicates with Site Supervisors, Crew Leaders and the Youth Workforce Coordinator daily to identify policies, goals and procedures of the program;

Maintains evaluations of participants while making suggestions to the Youth Workforce Coordinator for all incentives;

Completes all required paperwork relating to program participants and activities per policies and procedures;

Assists Youth Workforce Coordinator with program administrative tasks as needed;

Contacts clients and their families or other agencies to obtain additional information required; and

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

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS**: Thorough knowledge of the scope of adult and youth services and resources available through the Program; good knowledge of other adult and youth services and resources 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 with a Bachelor's Degree or higher, and a minimum of two (2) years' experience working with youth in providing teaching support, counseling, guidance or vocational employment counseling, or a related field; or

- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree, and three (3) years' experience working with youth in providing teaching support, counseling, guidance or vocational/employment counseling, or a related field; or
- (C) Four (4) years of experience as described in (B) above, and employment as a Crew Leader at Sullivan County Center for Workforce Development for one (1) summer; or
- (D) An equivalent combination of training and experience as described in (A), (B) and (C), and employment as a Crew Leader at Sullivan County Center for Workforce Development for one (1) summer.

**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.