

YOUTH INTERNSHIP COORDINATOR

97-E

DISTINGUISHING FEATURES OF THE CLASS: This position will work in partnership with county high schools, businesses and service organizations to develop student internship programs. This includes the development of model framework(s); student, school and business and organization expectations; roles and responsibilities of all partners; learning objectives and program outcomes. The Youth Internship Coordinator will report to the Manager of Youth Services.

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.*

This position acts as a liaison with high schools, businesses and service organizations to educate, develop partnerships and create the internship opportunities.

The incumbent will work in partnership with the Sullivan County Chamber of Commerce, service organizations and the Workforce Development Board.

The incumbent will work with high school staff and students to ensure appropriate placements based on hours, scope of work, relevance to interests and level of responsibilities.

The incumbent will provide a series of workshops and/or seminars on learning to work, career exploration, interview skills and resume development.

The incumbent must have the ability to work with youth and develop a rapport that will excite and encourage them to participate in the program.

The incumbent must be flexible to change program components to be responsive to changing needs.

The incumbent will do continuous job market research to provide avenues to the most appropriate internships.

The incumbent will take notes, maintain records to track progress and accomplishments, ensure timeliness and that deliverables are met.

The incumbent will produce quarterly reports.

This position may include supervisory responsibilities.

Other duties as assigned.

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

TERISTICS: Good knowledge of community resources and businesses; working knowledge of Labor Laws, and ability to apply this knowledge in performance of duties; ability to manage diverse group perspective; sensitivity to issues of cultural diversity; thorough knowledge of interviewing techniques; ability to facilitate meetings; ability to communicate both orally and in writing; ability to be flexible; ability to express oneself clearly; knowledge of computer skills including knowledge of word processing programs; ability to establish and maintain cooperative relationships with others; ability to understand, interpret and prepare written materials; ability to present ideas clearly, both orally and in writing; tact and understanding; ability to motivate others in adopting positive values and behavioral patterns; and sound judgement.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university recognized by the New York State Education Department with a Bachelor's Degree in Youth, Education, Human Services or Business Administration, or a related field, and two (2) years' administrative experience in providing human services to a client population; or

- (B) Graduation from a regionally accredited or New York State registered college or university recognized by the New York State Education Department with an Associate's Degree in Youth, Education, Human Services, or Business Administration, or a related field, and four (4) years' experience as described in (A) above.

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Originated:3/17/2022
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Reviewed and placed in Classplan
3/30/2022
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