

DEPARTMENT: EMPLOYMENT & TRAINING
CLASSIFICATION: NON-COMPETITIVE
APPROVED: 11/9/83

SUMMER YOUTH EMPLOYMENT COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, the incumbent is responsible for placement and directing seasonal employees in various program-participating municipalities and/or non-profit agency positions. Performs sub-professional duties in directing and assisting in the management of the summer employment program in the Employment and Training department. Does related work as required. **NOTE:** This is thirteen (13) week temporary seasonal position.

TYPICAL WORK ACTIVITIES:

1. Conducts department established job related training sessions;
2. Screens applicants and places them in positions as summer youth employees;
3. Evaluates performance of summer youth employees;
4. Maintains records and reports relating to summer youth employment program;
5. Collaborates with management staff of agency regarding proper job assignment and training experience for your employees;
6. Insures compliance with regulations relating to youth employment program by on-site visits.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge of program and community resources; knowledge of skills, attitudes, and abilities of candidates; ability to direct effectively; ability to motivate and establish rapport with young people; ability to write reports and maintain statistical data.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a New York State equivalency diploma;

AND: 1. A minimum of thirty (30) credit hours from a regionally accredited or New York State registered approved college or university;

OR: 2. Two (2) years of full-time paid post high school working experience in a field which involved youths by counseling or through a leadership role.