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PLEASE POST CONSPICUOUSLY

October 5, 2012

THIS IS A RE-POSTING

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Youth Program Facilitator
Department of Youth & Workforce Services

The **Department of Youth & Workforce Services** has one (1) vacancy for the position of **Youth Program Facilitator** at a rate of **\$41,497/year @ 37.5 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should forward a resume AND application to the Department of Administrative Services, City Hall, Room 301, Albany, NY 12207 no later than **Wednesday, October 17, 2012.**

PLEASE POST FOR 10 (TEN) BUSINESS DAYS UNTIL
WEDNESDAY, OCTOBER 17, 2012

An Equal Opportunity /Affirmative Action Employer

YOUTH PROGRAM FACILITATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position charged with the responsibility of gathering information related to potential participants in employment and volunteer programs, as well as providing training and direction to program enrollees. Under general supervision of the Commissioner, the incumbent is responsible for developing pride, teamwork, work ethic and a sense of community for program participants through neighborhood work activities. The incumbent establishes program goals based on participant attributes, community needs and funding sources. The incumbent is responsible for the formulation and execution of participant plans that meet the individuals' personal talents and community needs. Supervision over others is not typical of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Networks and coordinates work activities with community agencies, work sponsors, support services providers and/or program partners to formulate program goals consistent with participant goals and community needs;
- Organizes and implements work activities that would most benefit program participants and the needs of the community;
- Interviews participants to gather, evaluate and data enter information related to prior work experience, education, specific skills, physical, personal and social background to formulate volunteer service plans.
- Formulates volunteer action plans for program participants;
- Develops written agreements with sponsors for each work project;
- Provides information to program participants regarding job opportunities, training programs and vocational education;
- Makes home or work site field visits to discuss problems and progress with participants, training agencies and employers;
- Conducts orientation and/or informal informational sessions with participant groups regarding volunteer opportunities in the community;
- Prepares written reports of work projects, participant evaluations, site reports, incident reports, written warnings, suspension and separation notices;
- Maintains and updates participant program records and progress reports;
- Participates in staff meetings, community meetings and conferences designed to define participant goals/problems and evaluate progress;
- Prepares a variety of narrative and tabular reports;
- Monitors expenses and provides budget revisions as needed;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

SEE REVERSE SIDE

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of principles, practices and techniques of program administration;
- Good knowledge of available participant training and educational programs;
- Good knowledge of community organizations and human service agencies;
- Good knowledge of job placement sources;
- Good knowledge of personal computers and office equipment;
- Good knowledge of participant development;
- Ability to compile and disseminate information to identify participant's vocational interests and experiences;
- Ability to establish and maintain effective interpersonal relationships with participants, employers, community agencies and training agencies;
- Experience providing volunteer training in service learning programs.
- Knowledge of electronic grant and participant reporting systems;
- Strong management and organizational skills;
- Ability to clearly and concisely evaluate, in writing, a participant's service activity;
- Ability to prepare special periodic reports;
- Should be well versed in the various eligibility measures and audit requirements of program funding streams.
- Ability to communicate effectively both orally and in writing;
- Good judgment;
- Courtesy and tact;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree and three (3) years of full-time paid experience in counseling, casework, employment interviewing or related work in a community action or similar agency dealing with the employment or training of economically disadvantaged minority or low income persons; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years full-time paid experience in counseling, casework, employment interviewing or related work in a community action or similar agency dealing with the employment or training of economically disadvantaged minority or low income persons; **OR**
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) and above.

Revised: 9/21/88
10/8/03
9/29/05
7/26/06