

YOUTH AND COMMUNITY ENGAGEMENT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS:

This position promotes the County's Youth Development Framework, known as Path to Promise, youth related engagement initiatives and other departmental work plans. The incumbent's responsibilities may involve research, program development, monitoring, evaluation and/or technical assistance to municipalities and not-for-profit agencies. The incumbent conducts outreach efforts, facilitates workshops and youth engagement opportunities while engaging municipal officials, community volunteers and/or direct and administrative staff of not-for-profit agencies in cooperative planning and implementation of effective youth services. The Youth and Community Engagement Specialist is available to attend occasional evening and weekend meetings and events and develops his/her own work plans and strategies to achieve identified objectives under the supervision of a higher level administrator.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Gathers and analyzes needs assessment or evaluative data for program planning, improvement, and to engage the public to promote existing youth services throughout the county;
2. Coordinates with community agencies (schools, not for profits, parks & recreations, housing, etc.) to mobilize the community and encourage participation in positive youth development efforts and initiatives;
3. Assists the community in identifying current and future youth needs and programs or financial resources to address priorities;
4. Assists in developing, monitoring, and evaluating appropriate record-keeping standards for youth engagement and program goals, for County services provided directly or through contractors;
5. Participates in relevant conferences, community group meetings, and other assemblies with and on behalf of supervisor, and conduct follow-up from meetings with relevant staff;
6. Aids in the collection of programmatic data, including youth and staff pre and post-surveys to gauge interest and quality of programs; assists with the preparation of reports and other documentation including anecdotal notes, for the purpose of planning, management and evaluation of programs;
7. Attends training as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the typical problems and needs of modern youth;
Knowledge of the organization and operation of small groups and community agencies;
Knowledge of office practices necessary for dealing with staff, vendors and the public, filing and retrieving information and compiling and analyzing information;
Knowledge of program planning and social research methods;
Ability to act independently in carrying out the daily functions of a program or service;
Ability to gather, compile and evaluate information and records, prepare reports and make recommendations based on an analysis of data collected;
Ability to communicate effectively and very good listening skills; and
Physical condition commensurate with demands of the position.

YOUTH AND COMMUNITY ENGAGEMENT SPECIALIST (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid or volunteer work experience involving at least two (2) of the following areas: public administration, youth organization or community development.

NOTE:

Baby-sitting or daycare experience will not be considered qualifying experience. Work experience involving youth organizations must be experience dealing with school age children from middle school and up.

SPECIAL REQUIREMENT:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of appointment and to maintain the position.

ADOPTED: 4/1/2019
REVISED: 5/26/2020