

PROGRAM COORDINATOR - INCARCERATED YOUTH PROGRAM
(BOCES #2)

GENERAL STATEMENT OF DUTIES: Develops, organizes and coordinates a broad range of activity programs for adolescents through the Incarcerated Youth Program; does related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of the Center for Adult and Community Services, and in accordance with school district and grantor guidelines, an incumbent of this position is responsible for providing a wide variety of opportunities, activities and experiences for an incarcerated youth population. The incumbent is responsible for the development and oversight of programs, the dissemination of information on activities, and the securing of funding sources. The incumbent acts as a liaison between the school, the community, the Department of Corrections, and the home. This position works non-traditional hours: after school, during school vacations, holidays and weekends. The incumbent also functions as a district representative, meeting with other coordinators/supervisors to share program development ideas and information. Supervision of clerical support personnel may be a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates and schedules programs including the interviewing and securing of program staff, both paid and volunteer, for after school programs and one-day workshops;

Produces a quarterly newsletter that highlights all activities, requirements, costs, etc. for the scheduled programming;

Participates in or oversees the conduct of social events for program participants, e.g., supervised gym, etc.;

Writes grant proposals seeking funding sources, in kind services, community support, etc. for the overall program or specific activities;

Monitors and tracks grant expenses and records registrations for activities;

Conducts various workshops, and assists with open gym;

Speaks before churches, Rotary, seminars, etc. to involve parents and the community in the program;

Supervises and evaluates paid and unpaid staff and evaluates programs and activities;

Makes oral or written reports to the Director of the Center for Adult and Community Services;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Prepares reports for the grantor and participates in meetings with grantor and other grant recipients;

May use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of program development and public relations; good knowledge of local community needs and interests; ability to interact, positively, and develop good rapport with adolescents; ability to plan, organize, implement, coordinate and evaluate programs to meet the needs of participants; ability to establish and maintain effective relationships with students, parents, school personnel, and community based groups and organizations; ability to make persuasive oral and written presentations; ability to prepare written grant proposals and reports; ability to plan and supervise the work of others; ability to communicate effectively both orally and in writing; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative; resourcefulness; willingness to work non-traditional hours; sound judgement; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Bachelor's Degree* and two years experience working with children/adolescents within an educational, recreational or social service setting, including or supplemented by one year of supervisory experience; or (b) a Master's Degree* and one year experience as in (a) above including or supplemented by one year of supervisory experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

Note: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post secondary degree granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.