

YOUTH AIDE

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of a higher level employee, incumbents of this class are responsible for supervising patrons and maintaining discipline and control in the use of the Community Center and/or Youth Center facility, with special emphasis on the supervision of youths. Incumbents also assist staff in carrying out youth-related programs. Supervision over other employees is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the operation and maintenance of the Community Center and/or Youth Center facility;

Supervises the movement of youths entering and leaving the facility;

Oversees children/youths in maintaining discipline in the Community Center and/or Youth Center;

Assists in carrying out program activities and field trips that promote the Community Center's and/or Youth Center's overall objectives for working with children and youths;

Assists in the coordination of all components necessary to organizing a youth program or special event, i.e. transportation, food, chaperones, etc.

Works with children/youths in identifying social/behavioral problems and determining appropriate responses;

Enforces the rules and regulations of the Community Center and/or Youth Center in the absence of an instructor;

May operate a variety of office equipment to maintain records of attendance, equipment, vendors, programs, etc.;

Uses 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: Skill in dealing informally with children and youths; ability to carry out oral and written instructions; ability to communicate effectively with children and youths; ability to command the respect of others, with special emphasis on children and youths; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software honestly; integrity; emotional maturity; sound judgment; tolerance for differing values and attitudes; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience where the primary function is working with and supervising the behavior of children and youths in a recreational, after school, or other youth related program.

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted for the one (1) year of work experience as described above.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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

Towns, Villages

Cities of Rye & Peekskill

J. C.: Non-Competitive (Town of Greenburgh, Cortlandt, City of Peekskill, Village of Hastings)

Competitive (Cities, Towns, Villages)

Job Class Code: 0312