

YOUTH EMPLOYMENT SERVICE WORKER
(JOB DEVELOPMENT)

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of a high level official of the municipality, i.e., a Youth Services Director, Executive Director – Youth Bureau or similar position, the incumbent of this position is responsible for locating and developing suitable employment opportunities for young adults. The objective is achieved by cultivating and maintaining phone contact with hiring authorities and persuading them to consider program participants for part time and summer jobs. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Locates and develops part-time and summer employment opportunities for young adults;

Screens, selects and evaluates participants' eligibility for particular programs;

Refers suitable participants to jobs and, at scheduled intervals, follows-up on all placements to ascertain the satisfaction of both the employer and employee;

Assist participants with resumes and job applications;

Prepares semi-annual report of placement activities for the municipality;

Maintains files, records, reports, and correspondence for the program;

Establishes a working relationships with program partners and participants;

Prepares press releases for local newspaper, school newspaper, and cable TV promoting employment opportunities;

Uses computer applications 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 employment conditions and trends of local labor market in relation to part-time and summer job opportunities; good knowledge of applicable labor laws specific to youth; ability to determine appropriate referrals; ability to match interests and skills of youth with the needs of potential employer; ability to establish and maintain cooperative relations with students, employers and others contacted; ability to communicate effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative; resourcefulness; integrity; tact; good judgment; 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 either: (a) a Bachelor's Degree* and one (1) year of experience in personnel interviewing, counseling, recruitment, placement, job development, manpower planning or training; or (b) an Associate's Degree* and three (3) years of experience as in (a), or (c) five (5) years experience as stated in (a).

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*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

Towns and Villages,
Cities of Rye and Peekskill

J.C.: Competitive

Job Class Code: 0166

(Non-Competitive for the Village of Pleasantville, part time only)

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