

## SENIOR YOUTH AIDE

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level employee, the incumbent in this class assists in the planning, developing and supervision of various youth-related activities in a Community or Youth Center, of a cultural, recreational, educational, or social nature, as assigned. The Senior Youth Aide carries out organized indoor and outdoor youth-related program activities, including the demonstration of techniques for active sports, group dances, and games. The incumbent in this class may also assist in the planning and coordinating of the public information program and community relations program for the facility. Supervision is a responsibility of this class. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assists in the development of cultural, social, educational and recreational programs such as drug prevention, employment, behavior control, sports, arts and crafts etc.;

Assists in the operation of the Community Center or Youth Center;

Assists in the coordination of youth matters to municipal officials, religious and social institutions concerned with planning, housing, public welfare education and other subjects related to community youth services;

Assists in the effective use of existing community resources and services for youth;

Oversees the participants in carrying out the rules and regulations of the Community Center or Youth Center;

Assists in carrying out program activities and supervises activity laid out by program developers or as assigned;

Assists with paperwork for trips and scheduled activities;

Conducts individual and group discussions with participants;

Assists in identifying social problems;

Assists in the planning and development of gymnasium activities for an after-school program;

Implements active sports programs;

Supervises the work of subordinate personnel;

Maintains necessary records pertaining to programs and events;

May accompany participants on field trips;

May work with other age groups as needed;

EXAMPLES OF WORK: (Illustrative Only)

Assists youths with homework and other related activities;

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

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the social factors which contribute to the development of uncontrolled behavior; good knowledge of the dynamics of individual and group behavior; familiarity with accepted case work principles, practices and techniques; ability to conduct group and individual activities in sports, arts or crafts and to work effectively with groups under pressure; ability to relate to youths and adults as well; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; understanding and demonstrated interest in children and youths; emotional maturity; creativity; initiative; integrity; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or possession of a high school equivalency diploma and four (4) years 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; or (b) four (4) years of teaching experience in a public or private school.

SUBSTITUTION: Satisfactory completion of 30 college credits\* towards a Bachelor's Degree in Social Work, Psychology, Recreation, Recreation Therapy, or a closely related field may be substituted on a year for year basis for up to (4) four years of the general 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.

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