

SUMMER YOUTH EMPLOYMENT & TRAINING COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS: Performs a variety of routine administrative and training duties while coordinating work assignments and methods. Work involves counseling of enrollees to improve work maturity competencies; including appearance, dependability and specific job skills. Intake, assessment and evaluation are performed. One-on-one or small group tutorial training covering basic reading and/or math skills is required on a limited basis to targeted youth. Work is performed under immediate supervision, but does involve independent discussion of methods, on site spot checks to insure proper performance and occasional independent decision making within the established program goals and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

Orientation of all youth participants and all supervisors;
General counseling to prevent or resolve problems between enrollees and supervisors;
Checks methods to insure proper performance of work assignments;
Compliance with regulations;
Collects time sheets and may deliver employees' checks;
Provides job and training information;
Travels to and from various work sites;
Performs a variety of related clerical tasks;
Performs a variety of administrative errands;
Tutors targeted youth assessed in need of remedial training, assesses results.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of office terminology; ability to understand and follow verbal directions; ability to communicate and get along well with others; basic counseling skills; basic knowledge of the learning process and tutorial process; good role model and relates positively to youth and young adults as well as supervisors; clerical aptitude; neatness of appearance; tact and courtesy.

MINIMUM QUALIFICATIONS: Completion of second year of college from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a major in process in the areas of guidance, education, or in one of the Behavioral Sciences. Possession of a valid driver's license.

TO APPLY: Complete the Civil Service Application <https://www.alleganyco.com/wp-content/uploads/fillable-application-form.pdf> and submit with resume and cover letter to Allegany County Human Resources Department by Friday, June 8, 2018.

ALLEGANY COUNTY CIVIL SERVICE DEPARTMENT

ADOPTED: 01/20/77
Revised: 09/12/83
10/20/88
03/23/10