CLASS TITLE: **Youth Services Coordinator**

CHARACTERISTICS OF THE CLASS: Under general supervision, the class develops, coordinates and monitors programs aimed at providing positive activities for youth; and performs related duties as required.

ESSENTIAL DUTIES: Works with community groups, business organizations and sister agencies in identifying and developing new or expanded educational, cultural and recreational programs and services for youth in a designated community area; develops policies and performance standards to ensure consistent program quality and procedures; plans and coordinates special events to promote program awareness, stimulate youth and organizational participation and encourage agency sponsorship and resource sharing; provides technical assistance to public and private agencies, schools and neighborhood organizations in preparing youth program plans for grant funding; conducts site visits of delegate agencies receiving grant funds to monitor program activities for compliance with funding requirements; evaluates delegate agencies programs and prepares compliance reports; provides assistance and identifies resources for agencies that are not meeting program requirements; organizes parental involvement in youth programs; conducts workshops to educate community residents on issues and concerns specific to youth; serves as a liaison to other departments, schools and community agencies in sponsoring special youth events; prepares work activity reports on the status, progress and effectiveness of programs.

RELATED DUTIES: Provides counseling to young people and their families in addition to providing social service referrals as needed; assists in formulating new policy for youth services programs.

MINIMUM QUALIFICATIONS:

**Training and Experience.** Graduation from an accredited college or university with a Bachelor's degree in the Social Sciences or a directly related field, supplemented by three years of progressively responsible community service experience, or an equivalent combination of training and experience.

A valid State of Illinois driver's license is required. Must have the permanent use of an automobile that is properly insured including a clause specifically insuring the City of Chicago from accident liability.

CLASS TITLE: **Youth Services Coordinator** (Cont'd)

Knowledge, Abilities and Skill. Good knowledge of the principles,
practices and theories of social sciences and community outreach. Good knowledge of the issues and trends of social, cultural and economic issues impacting youth behavior. Good knowledge of resources and services provided by community and social service agencies.

Ability to establish and maintain effective working relationships with community and social service agencies. Ability to counsel and work with youth and their families. Ability to develop standards for program development. Ability to access multi-level facilities.

Good skill in planning, developing and coordinating programs for youth. Good human relations skills. Good oral and written communications skills. Good interpersonal skills. Good organizational skills. Some skill in counseling youth and their families.

**Working Conditions.** General office or equivalent environment.

**Equipment.** Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

December, 2004
City of Chicago
Department of Personnel