

PLEASE POST CONSPICUOUSLY

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:
OFFICE OF EMPLOYMENT & TRAINING
Summer Youth Counselor - Temp

\$18.7302/hr.

DATED: May 3,2022

LAST DAY FOR FILING: May 17,2022

EOE

DISTINGUISHING FEATURES OF THE CLASS: This is a sub-professional position involving counseling of and providing vocational guidance as well as establishing meaningful relationships with participants in a Summer Youth Program. The work is performed under the general supervision of a professional Employment and Training Counselor with some leeway provided for the use of independent judgment. Supervision of others is not ordinarily a responsibility of the position. An incumbent in this position does related work as required.

EXAMPLES OF WORK:

- Counsels youth with regard to vocational, personal, social and educational problems
- Assists professional counselors in initiating and developing programs designed to serve needs of participants in Summer Youth Program
- Confers with clients regarding programs designed to serve the needs of participants in Summer Youth Program
- Provides information to Summer Youth participants regarding job opportunities, educational goals, and vocational training
- Participates in staff meetings and conferences to determine goals and progress
- Maintains necessary records and prepares reports

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Working knowledge of the needs and problems of youth; ability to acquire working knowledge of the principles of sociology and psychology as they apply to adolescent and young adult development and behavior; ability to establish and maintain good relationships with youths; ability to maintain records and prepare reports; good judgment; emotional maturity; initiative and resourcefulness; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered two-year college; or
- (b) Graduation from high school or possession of a high school equivalency diploma and two years of work experience*; or
- (c) Four years of work experience*; or
- (d) An equivalent combination of training and experience as defined by the limits of (a) through (c).

* The work experience requirement for this position is used as an indicator of the applicant's reliability, dependability, motivation, etc. The work experience requirement is not intended to indicate possession of specific knowledge, skills or abilities, and therefore, the experience need not be in a specific occupational area. Work experience can be substituted for formalized education on a year-for-year basis.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

CLASSIFICATION: Competitive

Applications are available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocounty.com.