

ATLANTIC COUNTY GOVERNMENT

JOB ANNOUNCEMENT

PLEASE POST

Posting Date: 03/27/24

Closing Date: 04/04/24

TITLE: Youth Opportunity Coordinator

SALARY: \$39,330

Hours: 40 X 35 ____

DEPARTMENT: Human Services

Union: X Mgmt ____

LOCATION: Atlantic City

NJCSC Test Required: Yes X No ____

Grant Funded: Yes X No ____

DEFINITION

Under direction, has charge of and is responsible for the development, implementation, and coordination of programs in the areas of employment, education, and recreation designed to serve the interests and needs of the youth of the jurisdiction; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelors degree.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE:

Three (3) years of experience in planning and directing youth activity programs in a community service organization.

LICENSE

Appointees will be required to possess a driver's license valid in NJ only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

EXAMPLES OF WORK:

In conjunction with other staff members, determines needs and interests of the youth of the jurisdiction in the areas of employment, education, and recreation.

Participates with staff members and other public and private agencies in cooperative planning to meet these needs.

Investigates sources of funds and resources which may be used.

Prepares proposals and develops youth programs to service the needs of the youth.

Negotiates with government agencies for funds to implement programs.

Works closely with business persons, union officials, and other community representatives to seek their cooperation in establishing training programs.

Works to secure employment for youth and to provide volunteer manpower and resources for youth programs.

Meets with representatives of voluntary organizations to brief them on available resources, learn of their plans, and encourage program coordination.

Advises the public of needs and accomplishments of youth programs.

Solicits cooperation of government agencies for assistance in operating these programs.

Develops local funding sources from the private and business community.

Meets with municipal department heads and officials to encourage the use of recreational and educational facilities.

Prepares essential reports.

Supervises and assigns work to personnel, and evaluates their work performance.

Recruits, trains, and orients volunteers as to goals, objectives, programs, activities, policies, and procedures of the agency.

Develops and coordinates activities using volunteers, and counsels them in working with youth and other staff members. Trains and assigns college students assigned to the agency for field service experience.

Speaks before community groups and organizations, and maintains rapport with a variety of community resources.

Prepares reports and maintains essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

KNOWLEDGE AND ABILITIES:

Knowledge of purposes, policies, standards, and procedures involved in community relations and social service programs.

Knowledge of problems and methods to be followed in developing and supervising youth orientated programs.

Knowledge of objectives and activities of varied types of social agencies and their relationship to youth activities, interests, and problems.

Ability to organize, develop, and supervise a variety of youth oriented programs.

Ability to give assignments and instructions to employees.

Ability to provide employees with advice and assistance.

Ability to check staff work to ensure proper procedures are followed, reasonable standards of job performance are maintained, and desired objectives are achieved.

Ability to work harmoniously with associates, subordinates, and other agencies and groups active in the social service field.

Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Interested, qualified applicants should apply online at <http://www.atlantic-county.org/>

**Alternatively, applications may be mailed to the
Atlantic County Division of Human Resources
1333 Atlantic Avenue, Atlantic City, NJ 08401**

- We are an Equal Opportunity Employer -