



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

105 Ninth Street Unit 21
Watkins Glen, NY 14891
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Lorry Johnson
Personnel Officer

Job Vacancy

Summer Youth Employment Supervisor

Schuyler County Youth Bureau

SALARY: \$19.25/hr. Temporary position (work approximately 120-150 hours total June to September). Hours are flexible but person hired must be able to work up to 40 hours per week during and following events at the primary work site.

DEADLINE TO APPLY: Applications will be accepted until the position is filled.

HOW TO APPLY: Applications are available at <http://www.schuylercounty.us/403/Civil-Service-Job-Specifications-Forms>. Completed applications can be mailed to the Schuyler Co. Civil Service office at 105 Ninth St., Unit 21, Watkins Glen, NY 14891 **OR** may be dropped off in the mailbox outside the County building in Watkins Glen designated "All County Correspondence."

VACANCY: At the present time, there is one opening in the Schuyler County Youth Bureau.

RESIDENCY REQUIREMENT: Candidates must be legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county.

TYPICAL WORK ACTIVITIES:

Supervise youth on site;
Participate in work with youths;
Assess problems at work site and decide on course of action;
Assist in youth application process including interviewing;
Orient program participants with work assignments and policies;
Arrange transportation to work site;
Keep time and attendance records on participants;
Assess, evaluate, and correct youths' work as necessary;
Prepare reports on each event and at end of season for Youth Bureau Director.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Ability to plan, train, assign, and supervise work of summer youth participants;
Ability to develop effective relationships with youths ages 14-21;
Ability to communicate effectively both orally and in writing;
Ability to keep accurate records;
Good powers of observation;
Willingness to perform outdoor manual labor alongside youth participants;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Completion of at least 30 semester credit hours at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees; **or**
- B. Six months full-time paid experience in human services position, employment program, or position involving supervisory capacity.

***NOTE:** Person hired must maintain a valid NYS driver's license.

Schuyler County...An Equal Opportunity/Affirmative Action Employer

Date Issued: April 1, 2020