



## SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorry Johnson  
Personnel Officer

# Job Vacancy

## Summer Youth Employment Supervisor

### Schuyler County Youth Bureau

**SALARY:** \$17.70/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.

**HOW TO APPLY:** Submit Civil Service application by **4:30pm on Friday, April 7, 2017**. Applications are available at [www.schuylercounty.us](http://www.schuylercounty.us) or Schuyler County Civil Service Office, 105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190

**VACANCY:** At the present time, there is one full-time 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: March 13, 2017**