

CIVIL SERVICE TITLE: Youth Services Coordinator	TITLE CODE NO.: 51402
OFFICE TITLE: Program Services Coordinator-Cornerstone Programs	SALARY: \$43,068 to \$55,034 (annual)
DIVISION/WORK UNIT: Beacon-Cornerstone	WORK LOCATION: 161 William Street, New York, New York 10038
HOURS 35 Hours Per Week (minimum)	NUMBER OF POSITIONS: 4

JOB DESCRIPTION:

The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with a broad network of Community-Based Organizations (CBO) throughout New York City. Our central task is administering available city, state, and federal funds to a wide range of innovative, practical and quality programs that positively impact youth and communities.

Under the supervision of the Director and Deputy Director of Cornerstone Programs with some latitude for the exercise of independent action and decision making, functions primarily as a community organizer who oversees Cornerstone Program Contracts within an assigned region including the following:

- Assists with the development of the programs' advisory board. This includes outreach, community event planning, and general governance of the board.
- Performs site visits to provide technical assistance in running youth and adult committee activities for the staff. This may include scheduling field trips, youth and adult outreach plans, helping with fundraising goals or discussing program policies and procedures.
- Monitors and evaluates Community-Based Organization (CBO) contractors.
- Provides technical assistance and directs corrective action for underperforming CBO contractors.
- Works with DYCD funded evaluators to assess program quality via the implementation and follow up of participant surveys and focus groups.
- Respond to internal and external inquiries on the Cornerstone programs including requests for information, presentations, fairs, etc.
- Provides technical assistance in development of program design and budget in order to ensure that programs are effectively facilitating board meetings, activities and overall administration of services.
- Prepare unit reports including but not limited to: bi-weekly updates, accomplishment reports, data and program summary, presentations, etc.
- Prepares written and verbal reports; keeps records and performs other administrative details.
- Participates in DYCD and Unit youth development and programming workshops provided throughout the year.

PREFERRED SKILLS:

- Strong communication skills including a professional written and verbal manner.
- Computer literate with basic skills in Microsoft: Word, Excel, and Outlook.

MINIMUM QUALIFICATIONS:

1. A baccalaureate degree from an accredited college and three years of satisfactory full-time experience in community work, youth activities, administrative planning, teaching, or related fields; or
2. An associate degree from an accredited college or completion of two years of study (60 credits) at an accredited college and five years of satisfactory, full-time experience in community work, youth activities, administrative planning, teaching, or related fields; or
3. A four-year high school diploma or its educational equivalent and seven years of satisfactory full-time experience in community work, youth activities, administrative planning, teaching, or related fields; or
4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must have at least a four-year high school diploma or its educational equivalent and at least three years of satisfactory full-time experience as described in "1" above. A master's degree from an accredited college can be substituted for one year of the required experience.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL

NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT

Candidates with two (2) years of City service may reside in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties.

To APPLY:

**Search for the Job ID
#124699**

External Candidates please go to www.nyc.gov/careers
Current NYC employees please go to www.nyc.gov/ess

ALL APPLICATIONS MUST BE SUBMITTED VIA THE ONLINE PORTALS MENTIONED ABOVE.
SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN INTERVIEW. ONLY CANDIDATES UNDER
CONSIDERATION WILL BE CONTACTED.

If you do not have access to a personal computer, please visit your local public library

POST DATE 8/5/2013

POST UNTIL: Until Filled

Job ID #: 124699

The City of New York and the Department of Youth and Community Development is an Equal Opportunity Employer.