

Jurisdictional Class: Competitive; Non-Competitive when Seasonal  
Adopted: June 2, 1981  
Revised: August 3, 2010

**SUMMER YOUTH COUNSELOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a sub-professional position involving counseling of and providing vocational guidance, worksite instruction, and worksite supervision as well as establishing meaningful relationships with participants in a Summer Youth Program. The work is performed under the general supervision of a professional Senior Employment and Training Counselor with some leeway provided for the use of independent judgment. Supervision is exercised over participants assigned to worksites and projects. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Counsels youths with regard to vocational, personal, social, and educational problems;  
Assists in initiating and developing programs designed to serve needs of participants in Summer Youth Program;  
Confers with clients regarding program progress and problems, and discusses potential solutions;  
Provides information to Summer Youth participants regarding job opportunities, educational goals, and vocational training;  
May supervise participants at worksite stations;  
Assigns participants to tasks to perform, instructs participants in skills needed to perform tasks, and evaluation their work performance;  
Plans project schedules and work crew assignments;  
Participates in staff meetings to determine goals and progress;  
Maintains necessary records and prepares reports;  
Makes home and worksite field visits to discuss problems and progress with clients and their supervisors;  
Conducts orientation sessions with youth regarding program requirements prior to start up.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

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 plan and supervise the work of others;  
Ability to express oneself effectively both orally and in writing;  
Ability to establish and maintain good relationships with youths;  
Ability to maintain records and prepare reports;  
Sound judgment.

## Summer Youth Counselor

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Completion of a minimum of sixty (60) semester credit hours from a regionally accredited or New York State registered college or university; or
- (b) Graduation from high school or possession of a high school equivalency diploma and two (2) years of work experience \*; or
- (c) Four (4) years of work experience\*; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

\*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.

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

**NOTE:** Assignments made to employees in this class will require reasonable access to transportation to meet field work requirements in the ordinary course of business.