

**Director of Youth  
(City of Hudson)**

**Distinguishing features of the class:** This is difficult professional and administrative work involving responsibility for considerable exercise of independent judgment in planning, initiating, coordinating, directing, reviewing and promoting a variety of city-wide recreational, educational, social guidance and counseling projects and activities and for managing business and financial activities of the Youth Bureau. The work is performed subject to administrative approval in accordance with recognized professional procedures and established policies and the employee is permitted wide leeway in administering the recreation program and assuming responsibility for results. The work is checked through periodic reports and by consultation with superior. Supervision is exercised over the work of professional, subprofessional, clerical and maintenance employees. Does related work as required.

**Typical work activities: (illustrative only)**

- Performs research, plans and prepares budgets, allocating expenditures and disbursements and recommends need appropriations;
- Prepares applications for state aid;
- Prepares claims for state aide reimbursement;
- Prepares annual report to division for youth;
- Interviews, hires, trains and directs personnel in the specifics of their work;
- Directs the operation, safety inspections and maintenance of recreation areas and equipment;
- Prepares applications to the health department and provides follow up reports regarding attendance and health, safety at the beach;
- Reviews and follows up if necessary, with all accident, discipline and attendance reports for all programs.
- Prepares referrals for job programs, special service needs, educational and other matters via phone contact or walk ins.
- Public relations, community relations, meet with private, public and professional groups regarding the work of the agency and with issues involving youth and recreation.
- Interacts with, and serves on various councils, communities that addresses youth issues and the delivery of various services.
- Direct service – overseeing the conduct of some of the recreational activities;
- Program planning, compiles data and does other research to determine program needs;
- Orders equipment and tracks inventory. Maintains necessary supplies, materials for all programs.

**Full performance, knowledge, skills, abilities and personal characteristics:**

Comprehensive knowledge of modern principles and procedures of recreation administration; good knowledge of economic, psychological, and sociological problems governing the operation of a city-wide recreation program; thorough knowledge of factors underlying juvenile delinquency and maladjustment; good knowledge of modern methods of maintaining financial and statistical records; ability to plan, coordinate and direct the work of others; ability to plan, promote, initiate, direct, coordinate large scale recreational, educational and social activities; ability to perform research and to prepare detailed reports; good public relation skills; ability to secure the cooperation of others; ability to coordinate recreational and office management activities and to supervise the work of others; initiative and sound professional judgment, tact, courtesy; good written and oral skills; physical conditional commensurate with the demands of the position.

**Minimum Qualifications:**

- A. Graduation from a NYS registered college or university with a Bachelor's Degree in Psychology, Social Work, Sociology, Counseling, Public Administration, Education, Recreation or related field and 5 years of experience in progressively responsible experience in recognized character building programs, and/or programs related to guidance and counseling work. At least 2 years experience must have been in a supervisory or administrative capacity; OR
- B. A Master's Degree and 3 years experience as outlined in A above. OR
- C. An equivalent combination of training and experience as outlined in A above.

Approved: City of Hudson 06/12/01

Adopted: 06/12/01 – Columbia County Civil Service - Competitive