

TOWN OF CLARENCE
ONE TOWN PLACE, CLARENCE, NEW YORK 14031

JOB OPENING

Youth Bureau

THE TOWN OF CLARENCE IS AN EQUAL OPPORTUNITY EMPLOYER

Youth Activities Leader – PT Seasonal

DISTINGUISHING FEATURES OF THE CLASS: The work involves supervising segments of Youth Center programs or activities including providing individual or group instruction in educational, cultural socialization or recreational programs under supervision of a higher level Youth Board employee. Performs and assists with program delivery at Youth Center and outreach sites; does related work as required.

TYPICAL WORK ACTIVITIES:

Provides individual and group instruction in the following areas:

- Educational activities
- Socialization skills enhancement
- Cultural awareness programs
- Activities which promote physical development;

Supervises activities to insure safety of participants with special emphasis on accident prevention;

Completes accident reports as needed;

Serves as a positive role model/resource person for youth patrons;

Assists with chaperoning of field trips and other group activities;

Supervises the conduct of Youth Center and maintains order;

Distributes, collects and maintains equipment and supplies;

Administers first aid when appropriate.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a standard senior high school and one (1) year of experience in the conduct of varied organized youth activities; OR
- (b) Completion of one (1) year of college of study at a recognized college or university; OR
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

NOTE: Special Requirement:

Possession of a Red Cross or Y.M.C.A. Advanced Lifesaving Certificate, or its equivalent is required of candidates who will serve in swimming pool positions.

Note: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.