

<b>CIVIL SERVICE TITLE:</b> Youth Coordinator	<b>TITLE CODE NO.:</b> 51402
<b>OFFICE TITLE:</b> Program Manager	<b>SALARY:</b> \$43,068 to \$55,034 (Annual)
<b>DIVISION/WORK UNIT:</b> Out of School Time	<b>WORK LOCATION:</b> 161 William Street, New York, New York 10038
<b>HOURS</b> 35 Hours Per Week	<b>NUMBER OF POSITIONS:</b> 1

**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 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 an Out of School Time (OST) Deputy Director, with latitude for the exercise of independent action and decision making, the Youth Services Coordinator will be responsible for monitoring 30 sites and perform the following duties:

- Monitor and evaluate Community-Based Organization (CBO) OST contractors.
- Review and approve program plans and budgets and participate in contract negotiations.
- Conduct site visits during late afternoon and early evening hours.
- Summarize site visit findings using the Youth Program Quality Monitoring Tool.
- Make recommendations regarding Work Improvement and Corrective Action Plans to Deputy Director and draft documents as necessary.
- Provide technical assistance and directs work improvement or corrective action for underperforming CBO contractors.
- Advance knowledge of OST sites by providing technical assistance and sharing resources to promote program quality.
- Provide technical expertise to contractors in the development stages of their contracts and contract/budget modifications or amendments.
- Evaluate contract performance reports, as well as agency fiscal documents to ensure contract compliance.
- Prepare standard reports as designated by higher management.
- Other projects and tasks as needed to support the OST unit and its programs.

**PREFERRED SKILLS:**

- Background in working with community-based organizations.
- Experience or knowledge of after school or other youth development programming,
- Experience with programs serving middle or high school aged participants a plus.
- Strong written and verbal communication skills.
- Computer literate with advanced knowledge of Microsoft: Word, Excel, and Outlook.
- Familiarity with DYCD's data system DYCD Online preferred.

**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
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 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  
#121207**

External Candidates please go to [www.nyc.gov/careers](http://www.nyc.gov/careers)  
Current NYC employees please go to [www.nyc.gov/ess](http://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 library\***

**POST DATE: 9/23/2013**

**POST UNTIL: FILLED**

**JOB ID: 121207**

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