ORANGE COUNTY CLASS SPECIFICATION

TITLE: LEAD (COUNSELOR (S	SEASONAL)		GRADE :	99
TITLE ABBREV	IATION: LEA	AD COUNSELOR (SL)	TITLE]	NO.: 643	4
JURIS.CL: NC SALARY CODE: 14 UNIT: EEO CODE: PR FLSA CODE: NE(2)					
DEPARTMENT:	EMPLOYMENT	AND TRAINING	DIVISION:		
SUPERVISOR'S	TITLE:	EMPLOYMENT AND TRAINING	DIRECTOR		

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for program oversight of approved work sites of the Summer Youth Employment and Training Program. In addition, positions in this class are responsible coordinating and reporting on the activities of Junior Counselors working in the program and the resolution of problems beyond the scope of the Junior Counselor. Work is performed under the general supervision of the Director or his/her designee. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Reviews timesheets for counselors and program participants and compiles payroll;
- Visits work sites to resolve problems that the Junior Counselor has not been able to resolve;
- Visits work sites to talk with youth about their employment and make observations of youth and employers;
- 4. Assesses work sites to determine if a positive work experience was provided for the participants;
- 5. Completes various reports including Work in Progress Report, Junior Counselor Evaluation, Work-Site Report and End of Program Report;
- 6. Settles disputes between job supervisor and participants.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of job training rules and regulations as they apply to the youth population; working knowledge of the geographic area of Orange County; ability to mediate disputes between employers and participants; ability to communicate both orally and in writing; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Bachelor's Degree; OR
- (B) Completion of sixty (60) credit hours or more and one (1) year experience working with youth in an educational, recreational or social service program; OR
- (C) High school graduation or possession of a high school equivalency diploma and three (3) years of experience as defined in (B) above.

SPECIAL REQUIREMENTS: Ability to fulfill the travel requirements of field assignments.

Note: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this be found the service can on Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.

REVISED: 3/30/23 dc