

St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Youth Bureau is in search of:

Youth Development Program Coordinator

Salary: \$45,706 with excellent benefits as described below.

Benefits: Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of \$2,000 for single coverage or \$4,000 for family.

This position manages the financial and administrative tasks related to programs funded by the New York State Office of Children and Family Services (OCFS). This role includes coordinating allocations and reimbursements, collecting data, and monitoring funded programs to ensure they meet youth needs. The Youth Development Program Coordinator will work closely with the Youth Bureau Director and may perform related duties as necessary.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of Bachelor's degree in Education, Social Work, Psychology, Human Services or a related field; **OR**
- B. Possession of Associate's degree in Education, Social Work, Psychology, Human Services or a related field **AND** two (2) years of full time paid experience in a recognized youth activities program or a program working with youth oriented activities; **OR**
- C. Possession of a High School Diploma **AND** four (4) years of full time paid experience in a recognized youth activities program or a program working with youth oriented activities.

Your degree 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 was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

NOTE: Submission of a resume does not relieve you of the responsibility for completing ALL sections of the official application. Your resume is a supplement to the application, not a substitute for it.

Additional Employment Information: **This is a provisional appointment. The successful applicant will need to take a civil service examination and score within the top three interested candidates in order to be permanently appointed.**

Applications accepted until position has been filled. Send application/resume to:
St. Lawrence County Human Resources Office
48 Court Street
Canton, NY 13617

Applications can be obtained from the St. Lawrence County's website, <https://stlaw-portal.mycivilservice.com/> or by contacting Human Resources

(315)379-2210. **AA/EEO**

Posted: 11/19/2024