

PROGRAM DIRECTOR (RHINEBECK CONNECTIONS)

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for coordinating and administering all aspects of Rhinebeck Connections, a community effort that aims to reduce drug and alcohol use among youngsters in the Rhinebeck Central School District and in addition, provides recreational opportunities for them. Work is performed under the direction of the Superintendent of Schools and the Volunteer Steering Committee. Direction is given to volunteers and students involved in the program. This is a grant funded position and is temporary in nature, while the program is being implemented.

TYPICAL WORK ACTIVITIES:

1. Develops and implements substance and violence prevention programs and activities for youth of the school district;
2. Coordinates and communicates efforts to public to increase their awareness and participation;
3. Advises school on identification of at-risk-youth;
4. Develops recreational opportunities for various age groups and geared towards a variety of interests;
5. Conducts surveys of youth, community attitudes, and behaviors and uses results to develop needed programs in substance and violence prevention and recreation;
6. Works to establish teen center in the community;
7. Establishes and maintains relationships with community and district personnel to establish mutually beneficial strategies in combating substance abuse problems;
8. Keeps records of program activities and submits reports as necessary;
9. Develops programs in the areas of leadership and team-building skills;
10. Coordinate the work of volunteers and students;
11. Manages the budget of the program;
12. Does related work as required;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of causes and preventive methods of substance abuse; good knowledge of characteristics, problems, needs and interests of youth; good knowledge of community organizations and institutions dealing with youths; working knowledge of public relations techniques and materials; ability to establish and maintain successful relationships with youths and their families; ability to communicate effectively, both orally and in writing with a variety of individuals and groups; initiative; resourcefulness; leadership; tact; physical condition commensurate with the demands of the position.

PROGRAM DIRECTOR (RHINEBECK CONNECTIONS) (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree PLUS one year of full-time work experience dealing with youth in counseling or education;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree PLUS three years of full-time work experience dealing with youth in counseling or education;
- OR: (C) An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

SPECIAL REQUIREMENT:

Agency may require the possession of a valid New York State Operator's license at the time of appointment.

HU2206

ADOPTED: 10/26/95