

PROGRAM COORDINATOR, YOUTH BUREAU – CHAUTAUQUA COUNTY GOVERNMENT
DEPARTMENT OF HEALTH AND HUMAN SERVICES

The Chautauqua County Department of Health and Human Services is seeking a permanent, Full-Time (35 hours/week) Program Coordinator, Youth Bureau to work out of the Jamestown, NY offices. This position is responsible for the coordination of positive youth development opportunities and programs throughout Chautauqua County which includes program facilitation with outside agencies, data collection, a thorough understanding of youth and community needs as it relates to youth. This position is also responsible for the coordination and monitoring of funded programs, including Runaway and Homeless Youth. Some traveling may be required. Starting pay is \$19.76 per hour with eligibility of pay increase after six months of employment.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

- Health Insurance (including Dental & Vision plan)
- Health Savings Account (partially funded by the County)
- Flex Spending Account
- NYSLERS Pension
- Eligible for Federal Public Service Loan Forgiveness
- Mileage Reimbursement when applicable
- 13 Paid Holidays
- Vacation & Sick Time
- Personal Days
- NYS Deferred Compensation
- Wellness Program

Minimum Qualifications – Candidates must be a graduate from high school or possession of a high school equivalency diploma and EITHER possession of a Bachelor’s degree in a Human Services related field; OR an Associate’s degree in a Human Services related field PLUS two (2) years of responsible full time paid experience in client contact work serving youths in a social agency or school; OR four (4) years of responsible full time paid experience in client contact work serving youths in a social agency or school; OR an equivalent combination of experience and training as defined by the limits previously stated. Candidates must also meet regular transportation requirements in carrying out field work assignments at time of appointment and during service in this classification.

Application Process: Interested candidates must complete an original Chautauqua County Government Application for Employment/Examination available on the county’s website: chqgov.com and **return it, along with a copy of degree/transcripts**, to Chautauqua County Department of Human Resources, Gerace Office Building – Room 144, 3 North Erie St, Mayville, NY 14757 or email completed application (including signature) to Countyemploy@chqgov.com

Chautauqua County Government is an Equal Opportunity Employer