

SUMMER SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is seasonal work involving responsibility for supervising any one of a variety of summer programs in the Employment Training Department. Incumbents may be involved in program set-up, recruitment, skills training, instruction, evaluation, tracking participants during program, submitting weekly reports of their program, and final program evaluation. Work is performed under the general supervision of the department Director or designee. A Summer Supervisor does related work as required.

TYPICAL WORK ACTIVITIES:

- Presents lectures, discussions or seminars to groups and individuals to increase knowledge and vocational skills;
- Conducts workshops to increase job skills and provide employability training;
- Assembles materials needed for seminars or presentations;
- Assists participants in finding sources for potential employment;
- Maintains and updates program records plans and reports;
- May supervise worksites and ask questions of participants and employees;
- May assess worksites to determine if a positive work experience was provided for participants;
- Prepares a variety of reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of training and educational principles and practices; working knowledge of interviewing practices and techniques; ability to evaluate participants vocational interests and aptitudes; ability to establish and maintain effective interpersonal relationships with others; ability to prepare periodic reports; initiative; patience; tact; courtesy; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either:

A) A Bachelor's degree from a regionally accredited or New York State approved college or university;

OR

B) Completion of a minimum of 60 semester hours in a regionally accredited or New York State approved college or university and one (1) year experience working with economically disadvantaged clientele in educational, recreational, or social service capacity.

SPECIAL REQUIREMENT: Possession of a valid driver's license at time of appointment

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: