**Job Title:** Youth Services Counselor  
**Job Code:** 10310

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### JOB SUMMARY

The Youth Services Counselor is responsible for developing curriculum and lesson plans, conducting career evaluations, and implementing and coordinating mentoring program.

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### MAJOR DUTIES

- Teaches math, language arts, language reading, science and social studies for students in preparation for the General Educational Development test;  
- Administers and evaluates assessments to determine individual registrants’ needs;  
- Develops curriculum and evaluates lesson plans for classroom activities; based on assessment results;  
- Provides tutoring and study skills training;  
- Assists participants to identify and set daily classroom goals and plans for achieving those goals;  
- Identifies supplemental training resources, volunteers, and/or mentors to enhance classroom activities;  
- Implements strategies to ensure program registrants receive quality training services;  
- Recruits program participants;  
- Conducts career evaluations and communicates results to students;  
- Refers registrants to additional support services as needed.

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### COMPETENCIES

- Knowledge of program policies and procedures  
- Knowledge of General Educational Development test procedures  
- Knowledge of local social service providers  
- Skill in the operation of computers and job related software programs  
- Decision making and problem solving skills  
- Skill in interpersonal relations and in dealing with the public  
- Oral and written communications skills

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### MINIMUM QUALIFICATIONS

- Bachelor’s degree in a related field from an accredited college or university *and* Two (2) years of experience in providing services to targeted youth population or other special populations

Note: Experience may substitute for the degree on a year-for-year basis.
PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.