OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 2 1007

CLASS TITLE:	CODE:
Youth Leader 1	46511C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under general supervision from higher-level youth leader, monitors & oversees social & recreational activities (e.g., dances, concerts, picnics) & assigns tasks (e.g., housekeeping) to youths in county operated orphanages, supervises children's conduct & recommends disciplinary action for inappropriate behavior & provides tutoring for children in need of assistance with their homework; may plan & implement cottage recreation program;

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	71-81	Oversees & monitors social & recreational activities (e.g., dances, concerts, picnics) & assigns tasks (e.g., housekeeping) to youths, escorts youths to & from activities, conducts regularly scheduled cottage evaluations & problem solving meetings, supervises children's conduct, recommends disciplinary action for inappropriate behavior & enforces appropriate standards of behavior.	Knowledge of (1) methods of care & monitoring of youth*; ability to (2) deal with problems, involving several variables within familiar context, (3) develop good rapport with residents, (4) demonstrate physical fitness.
2 (344)	2-12	Performs housekeeping tasks (e.g., washes windows & cleans floors; separates clothing for dry cleaning; takes down & puts up draperies; ensures that clothing & linen are prepared for pick up & checked upon return).	Ability to 2, 4.
3 123:1-7-17	12-22	Prepares daily attendance reports, vacation requests, town pass forms & activity slips; assists in preparation for special activities such as Christmas, Easter & Thanksgiving; prepares monthly requisition for replacement of linen & cleaning supplies.	Knowledge of 1*; ability to 2, (5) complete routine forms, (6) sort items into categories according to established methods.

*Developed after employment

UNUSUAL WORKING CONDITIONS: On call 24 hrs., 7 days per week.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to add, subtract, multiply & divide whole numbers & to read & write common vocabulary plus: 100 hrs. training in methods of care & monitoring of youth (or 1 mo. exp.); or equivalent.

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE	CODE:
Youth Leader 1	46511C