

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

<u>CLASSIFICATION SERIES:</u> Corpsmember Development Coordinator	<u>SERIES NO.:</u> 2216
<u>MAJOR AGENCIES:</u> Natural Resources	<u>EFFECTIVE DATE</u>

SERIES PURPOSE

The purpose of the corpsmember development coordinator occupation is to oversee activities at residential civilian conservation corp camp.

CLASS TITLE

Corpsmember Development Coordinator

CLASS NUMBER:

22161

EFFECTIVE DATE

05/06/1990

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of residential facility or camp activities in order to oversee activities of participants in civilian conservation corp & plan & direct evening camp activities.

CLASS TITLE Corpsmember Development Coordinator	CLASS NUMBER: 22161	BARGAINING UNIT: 12
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EFFECTIVE DATE:

05/06/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Oversees activities of participants in civilian conservation corps programs, plans & directs residential camp activities on evening shift (e.g., recreation, educational, vocational, security), directs corpsmember orientation programs & plans & coordinates field trips, religious services & use of recreational facilities.

Determines vocational interest of corpsmembers; promotes continuing education, training & career development; works with local school, college & departmental staff to develop programs to meet individual needs; coordinates General Equivalency Degree program; designs & schedules training programs.

MAJOR WORKER CHARACTERISTICS:

Knowledge of residential facility or camp activities; guidelines, rules, procedures & laws related to operation of civilian conservation corp camp*; vocational & educational appraisal; interviewing. Ability to define problems, collect data, establish facts & draw valid conclusions; plan & coordinate educational, vocational & recreational activities; establish friendly atmosphere as camp coordinator.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp. as group leader in residential facility or residential camp; 3 mos. trg. or 3 mos. exp. in interviewing; 1 course or 3 mos. exp. in educational & vocational appraisal.

-Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.