

# Job Posting

Organization:	Tioga County Department of Human Services
Job Title / Position Number:	ACE Coordinator/ Youth Development counselor I
Type Position:	Full Time with benefits
Salary Range:	TBD
Posting Length:	4 days
Posting Dates:	3-17-26- 3-20-26
Contact Name / Number:	Stephanie Hansen 570-404-7295
Job Description:	See Attached Job Description

## ELIGIBILITY -- ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

One year experience as a Youth Development Counselor Trainee;

OR

one year of experience working with adolescents, and a bachelor's degree, including courses in the be

OR

any equivalent combination of experience and training.

2. Approved Additional Special Requirements: None

3. Valid Driver's License

## HOW TO APPLY -- ALL CANDIDATES

1. Completed Tioga County Employment Application. The application must provide details of experience and training as related to the minimum experience and training requirement for the vacancy so eligibility can be determined.

If interested in applying, please send applications to: 1873 Shumway Hill Road Wellsboro PA 16901 : Attention Steph:

Attn: Human Resources, 118 Main Street, Wellsboro, PA 16901

Applications can also be emailed to: [Shansen@tiogahsa.org](mailto:Shansen@tiogahsa.org)

TIOGA COUNTY DEPARTMENT OF HUMAN SERVICES IS AN EQUAL OPPORTUNITY  
& AFFIRMATIVE ACTION EMPLOYER

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# JOB DESCRIPTION

1. Name of Employee (Last, First, MI)		2. Employee Number	Position Number				
3. Department Community Services	Bureau	Division	Headquarters Organization Code				
4. Class Title Youth Development Counselor I		Working Title ACE Program Coordinator	Class Code				
5. Regular Work Schedule (September-May), Monday-Thursday		Position is:					
Start Time: <input type="text" value="8 a.m."/>	Lunch Length: <input type="text" value=".5"/>	<input checked="" type="checkbox"/> Full-Time	<input checked="" type="checkbox"/> Permanent				
End Time: <input type="text" value="4 p.m."/>	Hours/Week: <input type="text" value="37.5"/>	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary				
Days Worked (check all that apply):		Reports to: ACE Program Supervisor      Class Title					
S	M	T	W	Th	F	S	Explain any schedule variations: End of season incentive trips may require staff to work some weekend hours and overnights.
	X	X	X	X	X		

6. Describe the work assigned to this position, listing the critical duties and responsibilities first. Explain work in familiar terms and include machines or equipment used. Use additional paper if needed.

## Adventure Challenge Experience Program Coordinator Community Services

The Adventure Challenge Experience program serves youth ages 10-17 struggling with chronic behavioral or mental health concerns, youth struggling with low self-esteem, youth in need of community support, and youth who would benefit from additional supervision. The program seeks to promote pro-social opportunities for children living through varying levels of adversity while providing engaging experiences in a safe, caring environments with adults who are attuned to their needs. After-School program includes a period of academic support followed by a short drug and alcohol prevention curriculum and an hour to an hour and a half of strategic programming. Summer programming includes various incentives including dirt bike riding, fishing, hiking, swimming, boating, ropes course experiences, gardening, and all kinds of hands-on games and team building.

**Major Functions:** Under the general direction of the ACE Supervisor, this person is responsible for the supervision and day-to-day operations of programming of youth in ACE as well as supervision of seasonal summer staff. Coordinators operate in collaboration with the ACE Caseworker to strategize to on youth behavioral concerns and make plans for how to address youth behavior at program. Facilitate program incentives including ropes course and dirt bike programming. Duties should be conducted in accordance with all existing agency policies, procedures, and regulations and in accordance with Tioga County Department of Human Services staff values.

**Essential Functions of the ACE Coordinator includes but is not limited to the following:**

- Completes all necessary training
- Provides supervision of program youth
- Supports dirtbike, wilderness, and ropes course programming
- Plans group and goal oriented activities
- Create programming goals and themes for each semester to guide intentional programming
- Monitors youth behavioral contracts
- Conducts all aspects of programming logistics
- Administers immediate first aid as needed
- Ensures program safety protocols are followed at all times

- Develops youth contracts
- Coordinates summer staff orientation, training, and instruction
- Maintains equipment inventory
- Maintains required certifications (including Motorbike instructor certification and working toward level one and two ropes course certifications)
- Collaborate with schools and parents for youth success
- Assist in tutoring during academic time during after-school programming
- Builds supportive mentor-style relationships with youth
- Provides transportation to and from program
- Reports progress updates of youth to program caseworker and supervisor
- Acts as a positive role model for program youth

**Equipment and/or machines used in the performance of the above duties:**

Automobile  
 Personal Computer/Keyboard and related software  
 Photocopier  
 Fax Machine  
 Shredder  
 Standard small office equipment (stapler, scissors, etc.)  
 Calculator  
 Telephone  
 Ropes course equipment (harnesses, belay devices, ropes, etc.)  
 Ride motorbike and facilitate dirtbike lessons

**Personal Characteristics:**

Servant Leadership  
 Kind  
 Team Builder  
 Curious  
 Honest  
 Independent  
 Ethical  
 Active Listener  
 Embodies TCHDS staff values  
 Trustworthy  
 Passionate  
 Motivated  
 Life-long Learner  
 Adaptable  
 Innovative

**Education and Experience:**

One year experience as a Youth Development Counselor Trainee; or one year of experience working with adolescents, and a bachelor's degree, including courses in the behavioral sciences; or any equivalent combination of experience and training.

**HIPAA Access Level:**

Professional – Individuals with this access level shall have access to the records in their department of clients/consumers with whom the professional has a current relationship, or for whom a professional consultation has

been requested. Access to the entire department record by these individuals has been determined to be critical to the continuity of the clients/consumer's care as well as essential to diagnosis, treatment selection, and the health and safety of the client and others.

7. Briefly describe how work is assigned to this position and how the work is reviewed.  
This position is supervised and monitored by ACE Program Supervisor in collaboration with assigned ACE staff coordinator. Staff meetings will be held weekly which all summer staff will be expected to participate in and report on youth observations.

8. If this is a supervisory position, briefly describe how work is assigned to subordinate personnel and how their work is reviewed. (If this is not a supervisory position, leave blank.)

9. Attach an Organizational Chart identifying all reporting relationships for this position.

**CERTIFICATION**

I certify that to the best of my knowledge all statements contained within the job descriptions are correct: This job description consists of \_\_ pages. (count this form as 1 page)

Employee's Signature _____	Class Title _____	Date _____
Immediate Supervisor's Signature _____	Class Title _____	Date _____
Reviewing Officer's Signature _____	Class Title _____	Date _____

