



## **Town of Colchester Job Posting**

# **Youth & Social Services Program Coordinator**

***The Town of Colchester is seeking a full-time Youth Services Program Coordinator***

### **GENERAL STATEMENT OF DUTIES**

Program coordinators provide opportunities for the healthy development of young people between the ages of 6 and 18 through the development and implementation of positive youth development programs.

### **WORK SCHEDULE**

Flexible schedule to be determined by the Director to meet programming needs (35 hours/week); often requires evening and weekend hours as programs/events dictate.

### **ESSENTIAL DUTIES**

- Develop, implement and evaluate youth programs/services that: prevent involvement in the juvenile justice system, aid in healthy mental and emotional growth, prevent teen pregnancy, ensure the health and welfare of children and promote positive youth development
- Organize and promote community activities
- Network with local/regional youth-serving agencies and schools
- Maintain accurate and complete program files
- Maintain a safe and clean environment at the Youth Center
- Assist in the development of promotional materials and other media relations
- Assist Social Service clients with emergency food and fuel needs and other crises when needed.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- 1) Must have:
  - Excellent organization and coordination skills
  - CT Public Passenger Driver's License or be able to obtain one
  - Current First Aid/CPR Certificate or ability to obtain one
- 2) Must be able to:
  - Develop working relationships with school administrators and personnel
  - Communicate and work effectively with diverse groups and individuals
  - Exhibit a professional manner with other employees and the public
  - Maintain strict confidentiality of clients
  - Maintain accurate records
  - Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations
  - Effectively operate software necessary for the job, such as but not limited to Microsoft Word, Excel, and Publisher

### **EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Social Work, Psychology or related Human Service field
- Experience working with youth in supervisory setting
- Experience developing positive youth development programs for youth