

TOWN OF GRANBY
HUMAN SERVICES
YOUTH PROGRAM LEADER
(CONTRACT POSITION)

POSITION DESCRIPTION

Under the supervision of the Director of Human Services, and if applicable the Youth Counselor, plans, organizes, promotes, implements and evaluates programs for youth, with concentration on teens.

SUPERVISION RECEIVED

This position works under the general direction of the Director of Human Services as well as the Youth Counselor. This position works independently and establishes priorities of tasks within the general work assignment.

EXAMPLES OF ESSENTIAL JOB DUTIES

The following statements describe the principle functions of this job and its scope or responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

- Research and identify needs, assets, and interests in the community and develop programming as needed.
- Coordinates positive youth development programs. Including but not limited to developing curriculum, meeting with potential instructors, reserving facilities, and marketing the programs.
- Facilitates the achievement of positive youth outcomes.
- Interact professionally and appropriately with youth, parents, school personnel, community members, municipal departments and co-workers.
- Ability to maintain confidentiality for all youth participants.
- Organizes and leads activities for youth to develop and strengthen their personal, social, emotional, and intellectual skills.
- Facilitates the achievement of positive youth outcomes.
- Implements positive discipline techniques and group management.
- Handles public relations including digital marketing, program brochures, fliers, press releases, posters, and speeches.
- Maintains records and prepares reports on youth service programs.
- Orders program supplies and equipment as needed.
- Prepares statistical and narrative reports to the Director.
- Coordinates activities with public and private organizations.
- Develops public interest in youth programs.
- Assists with developing and implementing short and long-term goals and objectives for program areas.
- May perform additional job functions, tasks and duties as necessary and/ or requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements are representative of the required knowledge, skills, and abilities.

- Ability to work effectively with youth from unique perspectives and backgrounds
- Knowledge of methods and techniques involved in researching, planning, organizing, implementing, programming, supervision and evaluating a variety of youth programs and activities.
- Ability to engage youth and peers effectively.
- Ability to develop and implement innovative and interesting activities and programs.
- Ability to listen well, communicate effectively and establish effective working relationships with civic groups, employees and officials, program participants and the general public having a variety of educational backgrounds and values.
- Ability to initiate, organize and follow through on comprehensive programs and projects.
- Ability to communicate effectively, both orally and in writing.
- Ability to act calmly and effectively in emergency situations.
- Ability to prepare administrative reports in a clear, logical manner.
- Ability to collaborate with other public agencies on programs at a local, regional, state and national level.
- Ability to interpret and apply regulations, policies and procedures.
- Proficient with word processing, presentation, spreadsheet and e-mail software.
- Ability to perform basic mathematical computations.
- Knowledge of Federal, State and local laws, ordinances and policies relating to various municipal government programs and operations.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those that employees encounter while performing essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will be required to use his/her own transportation.

- Regularly required to communicate effectively.
- Frequently required to walk; sit; use hands to finger, handle, or feel; and reach with hands and arms.
- Occasionally required to stand; climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/ or move up to 10 pounds and occasionally lift and/ or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- May require additional hours beyond regularly scheduled work day (evenings and weekends).
- Works in office setting subject to continuous interruptions and background noises.
- Work may include extended periods of time viewing a computer video monitor and/ or operating a keyboard.
- Communicate effectively with individuals in person and over the telephone.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from contact with public, demanding deadlines and changing priorities and conditions.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to move throughout the Town, Town Hall and other Town buildings and sites.
- Exposure to outside weather conditions.

MINIMUM QUALIFICATIONS REQUIRED

The skills and knowledge required would generally be acquired with an Associate's Degree from an accredited institution in Human Services, Social Work, or Recreation Administration, or a closely related field and two (2) years related experience which includes some administrative responsibility or a high school diploma and four (4) years of increasingly responsible experience in a closely related field or a similar combination of education and experience.

LICENSE OR CERTIFICATE:

Must possess a valid Motor Vehicle Operator's license and vehicle for performance of job functions.