



TOWN OF MANCHESTER



POSITION AVAILABLE

TEEN CENTER WORKER Vacancy in the Youth Service Bureau

\$11.50 per hour

19 ½ Hours per week

School Year: 2:30 p.m. – 6:30 p.m. Monday – Friday

Summer Hours: 12:30 p.m. – 5:30 p.m. Monday - Thursday

No Benefits

CLOSING DATE: Friday, May 23, 2008

(Applications must be received in the Human Resources Department by 4:30 p.m.)

SUMMARY OF POSITION: Reports to Youth Service Bureau Director or designee. Monitors teens who use the Center; runs Teen Center events; assists with Youth Service Bureau programs; enforces Teen Center rules; acts as a role model for teens; maintains records as required; performs opening and closing functions; writes reports as necessary; assists Program Coordinator in assessing needs of Center; participates in training and attends staff meetings as required; may perform other duties as required.

DESIRABLE KNOWLEDGE AND SKILLS: Ability to work effectively with teens; ability to respond effectively to conflict; ability to work as a team member; ability to report on time and dependability a must; working knowledge of diversity issues affecting youth a must.

MINIMUM QUALIFICATIONS: Currently working on or have achieved Associate's or Bachelor's degree in Psychology, Sociology, Criminal Justice, Social Work or Human Service related field preferred. Applicable life experiences considered in lieu of degree.

Applications and job description are available in the Human Resources Department, 41 Center, Street, P.O. Box 191, Manchester, CT 06045-0191 or by calling the Recruitment Information Line (860) 647-3170 or visit our website at: <http://hr.ci.manchester.ct.us/>. To apply online, please visit <https://selfserve.townofmanchester.org/mss/>. Applications must be received in the Human Resources Department by 4:30 p.m. on Friday, May 23, 2008 or must be postmarked by May 23, 2008. **No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.