



TOWN OF MANCHESTER



POSITION AVAILABLE YOUTH SERVICES COORDINATOR Leisure, Family, and Recreation 37.5 hours per week \$55,461.22

CLOSING DATE: Friday, February 26, 2021

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

SUMMARY OF POSITION: Under general direction, designs, presents and coordinates positive youth development programs for the Manchester Youth Service Bureau.

DESIRABLE KNOWLEDGE AND SKILLS: Knowledge of programs and benefits in the community that are available to youth and their families. Ability to act as a role model for youth. Experience with family engagement, community outreach and working with schools. Experience working with the at-risk youth population. Ability to deal tactfully with youth and to gain insight into and provide assistance and support in sensitive situations. Ability to communicate effectively; establish and maintain effective working relationships with youth, their families, schools, co-workers and community agencies. Ability to facilitate programming for youth and/or their families.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

Bachelor’s degree in Social Work, Counseling, Psychology or related field. Master’s Degree preferred. Plus one (1) year experience working with youth or providing direct services to youth and/or their families. Demonstrable experience in community outreach, particularly in areas of service learning projects, and planning and organizing cultural and intergenerational activities preferred. Must possess a valid Connecticut drivers’ license.

EXAMINATION WILL CONSIST OF:

<u>Parts</u>	<u>Weight</u>	<u>Passing Score</u>
Oral Exam	100%	70%

The examination will consist of training and experience as indicated on the application. Based on these ratings, a maximum of the ten most qualified applicants will be invited to participate in an oral exam. All parts of the examination including ratings and will be related to the requirements and duties of the position.

Applications and job description are available on our website at: <http://hrd1.townofmanchester.org/index.cfm/employment-opportunities/>. The Town reserves the right to limit the number of applications it accepts. Applications must be received in the Human Resources Department by 4:30 p.m. on Friday, February 26, 2021, or postmarked by Friday, February 26, 2021. **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 Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans, and the disabled.

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.