Youth Services Director
Town of Weston

Duties include: Plans and directs youth programs; provides direct case management services and short term counseling to youth and their families; provides crisis intervention and makes referrals; develops and supervises various programs and special events, prepares agenda and materials for Commission meetings, advises Commission on programming, and performs administrative functions of the department incl. budget submission, evaluation, and supervision of one PT employee. Min. Req. include valid drivers license and LCSW+ 3 yrs. relevant experience. 30 hr. wk. / $60,850 w/ full benefits, incl. health. Resume review will begin September 20 and will continue until filled. See full description at www.westonct.gov. Send cover letter and resume to: Town Administrator, PO Box 1007, Weston, Ct. 06883.

TOWN OF WESTON
YOUTH SERVICES DIRECTOR

Position Purpose:
The purposes of this position is to advocate for the social and emotional development needs of the Weston youth and their families by coordinating and supporting programs designed to promote positive youth development and healthy family life. This is accomplished by planning, implementing, administering, supervising and managing children and youth programs and short term counseling for the Department which includes after school enhancement programs, summer enrichment camp programs, and special middle school and high school programs. S/he also evaluates the needs of the various populations it serves and seeks out new ideas and methods to provide the appropriate services and makes appropriate referrals. The Youth Services Director is required to exercise considerable judgment in administering and managing the various programs and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs varied and responsible professional, counseling, supervisory and administrative duties requiring the thorough knowledge of youth service programs; and the exercise of independent judgment and initiative in implementing various programs.

Supervision Received: Works under the general direction of the Town Administrator following professional standards, procedures and policies.

Supervision Given: Supervises the part-time Youth Program Coordinator and contracted instructors of programs; developing job direction, assigning tasks, providing instructions as needed, and monitoring performance.

Job Environment:

Administrative work is performed in a moderately noisy office with regular interruptions during the day from the general public; frequently required to visit program sites under possible adverse weather conditions, including extreme hot and cold; frequently driving to program facilities and professional meetings. Counseling work is done in a private quiet office.

Requires the operation of an automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent and periodic contact with other municipal departments, board of education staff, civic groups, parents, police, students, instructors, other town human service agencies, private

and non-profit human service agency, state agency, other youth service bureaus and the general public; Communication is frequently in person, by telephone, fax, email in writing or at meetings. Contacts require a high level of professionalism and confidentiality.

Errors in judgment or omissions could result in loss of services, monetary loss, injury to others and potential liability

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Plans, organizes, initiates and directs youth programs (birth to High School Graduation) and evaluates the effectiveness of programs and needs of the community; develops short term and long range program needs. Works with various groups and staff from BOE, all the schools, police, social services and other agencies.
- Provides direct case management services and short term counseling to youth and their families; keeps and maintain confidential client records, develop and maintain list of resources available, follow up with clients via phone or home/school visits; receive referrals from Schools, police, social service, community agencies.
- May be called out at anytime for crisis with youth. Provide crisis intervention services and makes referrals to appropriate agencies
- Provide referral services to all youth and their family; work closely with social services if financial assistance is needed for families. May assist youth and family with paperwork related to financial assistance type programs
- Manages and supervises the implementation of various programs including; the scheduling of special events, classes and programs; coordinate driving school/town based driver's education program; after school enhancement, enrichment summer camp, pre-prom assembly, parenting programs; career advice, drug and alcohol education, peer advocate programs, etc; coordinating schedule with Board of Education; scheduling instructors; distributing and ordering supplies and equipment for programs; collecting fees.
- Reviews and develops as warranted, operating procedures for instructors and program coordinator/supervisor; develops safety practices to protect children in programs; establishes protocol for monitoring students attending programs.
- Administer contracts for instructors or speakers for programs; process payments to instructors.
- Create and distribute program flyers for various programs; manage website and publicity of programs including newsletters, advisory columns, etc.
- Provides reports about the issues and programs for children and youth to the Commission for Children and Youth. Serves as staff to Commission by assisting with preparation of agenda, distribution of minutes and monthly reports, attending commission meetings..

- Develops and administers Youth Services Bureau Grant, prepares appropriate reports to the state; assist with other grants as requested.
- Develops a resource directory for children and youth issues, uses directory for referral services; attends various professional associations and tasks forces to keep abreast of issues facing children and youth; coordinate with appropriate agencies for new programs.
- Supervises, trains, assigns work, counsels and evaluates employee; personnel functions are conducted with the approval and direction of the Town Administrator and First Selectman; Assures safe working conditions for employees
- Prepare and administer operating budget for department; present budget to appropriate Boards, First Selectman and Town Administrator.
- Comply with OSHA.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continue professional development
- Assists other departments, offices or staff as needed to promote a team effort to serve the public

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with Masters Degree in social work or some closely related field and over 3 years of social work experience, including supervisory experience and youth experience; or any equivalent combination of education, work experience and training

Special Requirements:

Must have and maintain; Valid Driver's License. Licensed Clinical Social Worker (LCSW)

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of youth services programming and administration; thorough knowledge in the principles of clinical social work and counseling; knowledge of children and youth activities as are usual in a public youth service bureau programs; knowledge of social trends and indicators and their impact on children, youth and parenting programming needs; knowledge of grant writing and administration; knowledge of computer applications appropriate for office; knowledge of scheduling of staff, contracted instructors and programs; knowledge of municipal budgeting.

Ability: Ability to develop short term and long range needs for children and youth programs; ability to implement, coordinate and evaluate children and youth programs and activities; ability to establish and maintain effective working relationships with various groups and individuals; ability to handle multiple projects and programs at one time; ability to provide confidential counseling and crisis intervention services; ability to assign, train, and supervise programs, staff and contracted instructors; ability to manage and administer contracts for service; ability to prepare and administer an operating budget for the department; ability to maintain accurate records of revenues.

Skill: Excellent verbal and written communication skills; aptitude for working with people and maintaining effective working relationships with various groups and individuals; aptitude for working with paperwork and details; skill in using the above mentioned office equipment; skills associated with handling numerous projects at one time; skills associated with the supervision of programs, staff and contracted instructors

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Driving		X		
Other-Describe_____				
Other-Describe_____				

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking			X	
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel/type			X	
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Smelling/tasting	X			
Bending, pulling, pushing		X		
Other-Describe _____				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)			X	
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

__X__ Close vision (i.e. clear vision at 20 inches or less)
__X__ Distance vision (i.e. clear vision at 20 feet or more)
__X__ Color vision (i.e. ability to identify and distinguish colors)
__X__ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
__X__ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
____ No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

FINAL APPROVAL DATE May, 2012