

**TOWN OF WESTON
YOUTH SERVICES DIRECTOR**

Position Purpose:

The purpose of the position of Youth Services Director is to advocate for the social, physical 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, youth and parenting programs. The Youth Services Director also evaluates the needs of the various populations that the Department of Youth Services serves, and collaborates with individuals, municipal departments, schools, agencies and other organizations to seek out new ideas and methods, to provide the appropriate services and to make appropriate referrals. The Youth Services Director is required to exercise considerable independent judgment and initiative 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 professional, supervisory and administrative duties relating to child development, the advancement of the social, emotional and mental well being of children and youth, parenting practices and youth service 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.

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/drive to program sites and meetings under possible adverse weather conditions, including extreme hot and cold and during the day and evening.

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 and agencies, the Board of Education, school staff and groups, parents, police, students, instructors, private and non-profit agencies and other organizations, State agencies, 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 and headings 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.)

Programming:

- Plans, organizes, initiates, directs, manages, coordinates and/or supervises the implementation of various child, youth and parenting events, classes and programs (birth to High School Graduation), which may include: driver's education program, afterschool enhancement, enrichment summer camp, pre-prom assembly, parenting programs, drug and alcohol education, peer advocate programs, etc.
- Evaluates the effectiveness of programs and needs of the community.
- Develops short term and long range program needs.
- Creates and distributes program flyers for various programs; manages website and publicity of programs including through newsletters, advisory columns, and social media, etc.
- Administers contracts for instructors and speakers for programs; schedules and processes payments to instructors and speakers.
- 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.
- Orders and distributes supplies and equipment for programs; collects fees when applicable.

Local Collaboration and Participation in Meetings:

- Provides reports about the issues, services and programs for children, youth and parents to the Commission for Children and Youth at its meetings and otherwise as needed; serves as staff to the Commission by attending Commission meetings and assisting with preparation of agendas, and distribution of minutes and reports.
- Works, attends meetings and coordinates scheduling with other municipal departments and agencies, the Board of Education, school staff and groups, parents, police, students, instructors, private and non-profit agencies and other organizations, State agencies, other youth service bureaus and the general public, e.g., to coordinate

- programs and keep abreast of issues facing children and youth.
- Works with the Department of Social Services to assist families in financial need and minimize the impact on children's and youth's social, physical and academic activities.

Referral Services:

- Develops and updates a resource directory for children and youth issues; uses directory for referral services.
- Coordinates with local law enforcement, school personnel and parents on referrals to the Juvenile Review Board.

Grant and Budget Management:

- Develops and administers Youth Services Bureau Grant; prepares appropriate reports to the State; prepares and seeks out other grants as requested.
- Prepares and administers operating budget for the Department of Youth Services; presents budget to appropriate Boards, First Selectman and Town Administrator.

Other Management:

- Supervises, trains, assigns work, counsels and evaluates employees; personnel functions are conducted with the approval and direction of the Town Administrator and First Selectman; assures safe working conditions for employees.
- Complies with OSHA.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continues professional development.
- Provides coverage for Youth Program Coordinator as needed.
- 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 a 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 and car with valid registration and insurance.

Knowledge, Ability and Skill:

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

Abilities: Develop short term and long range needs for children, youth and parent programs; implement, supervise, coordinate and evaluate children, youth and parent programs and activities; establish and maintain effective working relationships with various groups and individuals; handle multiple projects and programs at one time; assign, train, and supervise staff and assign contracted instructors; manage and administer contracts for service; prepare and administer an operating budget for the Department of Youth Services; maintain accurate records of revenues and expenditures.

Skills: Excellent verbal and written communication skills; aptitude for working and maintaining effective working relationships with various groups and individuals; aptitude for working with paperwork and details; skill in using the office equipment under “Job Environment” above; skills associated with handling numerous projects at one time, and with the supervision of programs and staff.

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

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- 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)
- 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.)