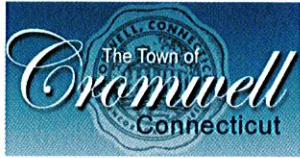


Town of Cromwell, Connecticut Job Description

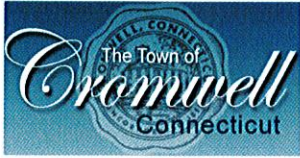
Job Title:	Youth Services Assistant (Part-Time)	Position No.: N/A	Date: 05/2021
Supervisor's Title:	Director of Human Services	Department:	Sr. Center/Human Services
Total Direct Reports:	Number: <u> </u> Supervisors	FLSA Status:	<u> </u> Exempt
	<u> X </u> Non-Supervisors		<u> X </u> Non-Exempt
	Titles:	Town Manager Approval:	
		Completed By:	

Summary Statement <i>1-2 sentences stating why the job exists</i>	Coordinates Youth Services programs and services that support positive involvement in the community, promote personal character and life skills development, and provide opportunities to enhance social skills and interpersonal relationships.
Essential Functions <i>The job's five top essential functions in order of importance.</i>	<ol style="list-style-type: none"> 1. Planning and implementation of age/development appropriate programs and services for Cromwell youth up to the age of 18. Continue to recruit, promote and expand on current programs. Soliciting additional mentors, youth for hire our youth and volunteers to support programming. Coordinates and implements Special Events such as Back to School, Stuff a Bus, and Holiday programs. Provide oversight of volunteers, interns, or others as assigned 2. Work with and supervise participants during activities to assure individual safety, encourage involvement and provide support to children, youth and families. 3. Assist with clerical tasks that support Cromwell Youth Services programs and services. Performs general office functions; operates all standard office equipment including a computer, and maintains confidential records, including confidential client and state records and documents utilizing department software. Answers and responds to department phone calls and emails within a timely manner assuring a high level of professionalism and confidentiality. Documents all client phone and in person interactions in department software. Participation in program and or/department staff meetings and professional development training sessions. 4. Assist with marketing of programs by creating professional marketing materials and disseminating the information to the schools, social media and other outlets. Creates a monthly educational awareness campaign to address a different topic



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	each month related to current Youth issues to keep the community abreast of current issues and trends. Prepares a monthly one-page newsletter with current programs and Youth Services related articles and information to be distributed to the community upon approval from the supervisor.
Expected Outcomes <i>The expected results when the job is performed competently.</i>	All Human Services Programs are both supported and communicated to town residents in a professional manner. Communication on all programs reaches town residents so that they may attend or can benefit from.
Critical Work Relationships <i>Identify key internal and external stakeholders. It is assumed that supervisors, peers and/or subordinates are critical relationships.</i>	<ul style="list-style-type: none"> ● Cromwell Residents & General Public ● School District/Area Schools ● Community Newspapers/websites ● Town Staff in other municipal departments
KSAs (Knowledge, Skills, and Abilities) <i>List the knowledge, skills and abilities that are expected in the performance of the job. Include both the type and level of expertise that will be needed.</i>	Knowledge: <ol style="list-style-type: none"> 1. Modern office practices, procedures and equipment, including strong knowledge of Microsoft Word, Excel and Publisher. 2. Department rules, procedures and functions. 3. Modern municipal youth services programs; basic understanding of child and adolescent development, and life stresses impacting children, adolescents and families. Skills: <ol style="list-style-type: none"> 1. Execute departmental rules, procedures and functions and ability to understand and follow moderately complex oral and written instructions. 2. Multi-task handling phones, walk-ins, and assignments simultaneously. 3. Prepare and enter data and perform word processing and/or type accurately a variety of records, reports and related materials. 4. Work with families and youth and maintain effective working relationships with other departments, employees, and the general public including handling of confidential information appropriately; facilitate clients in obtaining information and providing appropriate referrals ensuring client confidentiality. 5. Work independently when required, making minor decisions in accordance with departmental policy in Administrator's absence.



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	Abilities: <ol style="list-style-type: none"> 1. Attention to Detail 2. Accountability and Dependability 3. Interpersonal skills 4. Communication Skills
MINIMUM Qualifications <i>Absolutely Required Education/Training and Experience: Identify minimum education and amount of experience for the job to be performed competently; after the education requirement please notate "or equivalent experience."</i>	Education and Training: <ul style="list-style-type: none"> ● High School Diploma or GED ● Two (2) years of experience in Youth Services related field OR <ul style="list-style-type: none"> ● Associate's Degree in related field ● One (1) year of experience in Youth Services related field ● Or equivalent combination of education, training, and experience. ● Must possess a driver's license
PREFERRED Qualifications <i>Education/Training and Experience for the ideal candidate that can perform the job with little or no training.</i>	<ul style="list-style-type: none"> ● N/A

*Required Physical Effort and Required Equipment Operation to be included in separate document(s).
Performs other related duties as required.*