

**Part-Time Position
Youth Worker
Town of Newington Human Services Department**

Under the direction of the Director of Human Services and Youth Services Coordinator, provides prevention and positive development programs for young people and their families. Assists in planning and providing cultural and adventure based activities for youth. Provides classroom experiences to public and private school students. Assists in planning of youth to youth mentoring program. Facilitates challenge initiatives at the indoor and outdoor ropes course. Provides programs that teach skills in decision-making, problem-solving, team-building, leadership, and value development. Coordinates activities with schools and other community organizations. Interacts with youth in a way that will encourage continued and expanded participation in positive youth programs. Assists with other Human Services programs such as the food bank and holiday gift programs.

Bachelor's Degree in Outdoor Recreation, Social Work, or related field and two years of experience in youth services preferred. Candidate must have the ability to obtain a valid Connecticut Public Service License and an advanced challenge ropes course certification. See job description for additional duties and requirements.

The position averages 19 hours per week but actual hours may vary depending on the seasonal needs of the department. Evening and weekend availability required. \$20,000 - \$22,000/annual salary

Apply to Town Manager, 131 Cedar Street, Newington, CT 06111 by 4:30 p.m. August 10, 2015. An official Town of Newington employment application is required to be considered for this position. Applications are available in the Town Manager's Office or at www.newingtonct.gov. M/F, EOE

TOWN OF NEWINGTON

TITLE: Youth Worker I

GRADE: A-1

DEPARTMENT Human Services Department

DATE: 7/27/15 Draft

POSITION DESCRIPTION

Under the general supervision of the Director of Human Services and the functional supervision of the Youth Services Coordinator the Youth Worker I provides prevention and positive youth development programs for young people and their families.

ESSENTIAL JOB FUNCTIONS

- Develops and administers diversified prevention and positive development programs under the direction of the Youth Services Coordinator.
- Assists in planning and providing cultural and adventure based after-school/summer activities for youth.
- Provides classroom experiences to public and private school students.
- Assists in planning and provision of youth to youth mentoring program.
- Facilitates challenge initiatives at the indoor and outdoor ropes course and other venues.
- Provides programs that teach skills in decision-making, problem-solving, team-building, leadership, and value development.
- Provides a variety of outdoor challenge activities including top rope rock climbing, camping, biking, canoeing, kayaking, hiking and geocaching, etc.
- Coordinates activities with schools, parks and recreation, library, police and other community organizations.
- Responsible for handling and accounting for money in the operation of youth programs.
- Responsible for monitoring and maintenance of equipment and supplies related to youth programs.
- Interacts with youth in a way that will encourage continued and expanded participation in positive youth programs.

ADDITIONAL JOB FUNCTIONS:

- May perform additional tasks and duties as requested.
- Assists with other Department of Human Services programs such as food bank, clothing closet, holiday food and gift program, youth volunteer and community services projects.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Commitment to excellence in customer service.
- Knowledge of positive youth development methods, principles and practices.
- Knowledge of group process.
- Ability to develop rapport and communicate effectively with youth and families.
- Knowledge and experience with adventure-based challenge ropes courses, and other adventure based activities/challenges.
- Certified as an advanced facilitator or be able to reach same within a six month period.
- Knowledge and experience planning and implementing after-school/summer programs.
- Ability to meet and deal tactfully and effectively with public officials, employees and the general public.
- Knowledge and ability to analyze problems and to develop and implement programs and activities to address youth issues.
- Ability to communicate effectively both orally and in writing.
- Ability to remain calm and provide leadership under adverse conditions.
- Ability to adapt to and implement changes in planned program seamlessly.
- Ability to use computer applications and software.
- Ability to work effectively with other employees, superiors and the general public in person and via the telephone.
- Ability to organize work independently and meet department service objectives efficiently.

- Knowledge of and ability to maintain proper record keeping.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- Ability to actively participate in outdoor and indoor adventure based activities such as ropes course, top rope rock climbing, canoeing, hiking, biking, kayaking and other youth development programs.
- Ability to work in multiple settings all of which are subject to continuous interruptions.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to sit/ remain/ stand continuously for prolonged periods of time.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to move throughout the Town Hall, Senior and Disabled Center, and other Town buildings and sites.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.
- Ability to get into and out of an automobile.
- Ability to obtain and maintain Public Service License.
- Ability to work independently with minimum supervision.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- The noise level in the work environment is usually moderate to loud.
- The employee must occasionally lift and/ or move up to twenty five (25) pounds.

REQUIRED MINIMUM QUALIFICATIONS

The skills and knowledge required would generally be acquired with:

- Bachelor's Degree in Outdoor Recreation, Social Work, or related field; and
- Two (2) years of experience in youth services; or
- Any equivalent combination of training and experience, including a minimum of two (2) years youth service experience which provides a demonstrated ability to perform the functions of the position.

LICENSE OR CERTIFICATE: Valid Connecticut Public Service License
Ability to obtain advanced challenge ropes course certification

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date