

Middletown, CT Job Description

Classification Title	Youth Services Coordinator
Job Code	
Department	Youth Services
Union Group	Teamsters 671
FLSA Status	Exempt
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to plan, organize and supervise the overall administration of the Youth Service Bureau. Coordinates multiple systems that serve children and families throughout the City. The work is performed under the general direction of the Youth Services Advisory Board and at the direction of the Middletown Board of Education and Mayor's Office.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Plans, budgets and supervises the overall administration of Youth Service programs for the City. Oversees daily needs of the YSB office and facility. Identifies departmental projects and oversees completion. Handles public relations materials and social media posts.
- Supervises department staff in the provisions of services and coordination of programs. Assists in selectings new employees. Provides training and instruction. Plans, coordinates, assigns and reviews work. Maintains standards and allocates personnel.
- Serves as liaison for City of Middletown and Middletown Board of Education to the community. Plans and runs community-wide initiatives.
- Assesses and identifies needs or gaps in services. Informs and creates programs and policies to advocate on behalf of youth and families. Develops and administers programming.
- Directs, designs, implements and evaluates prevention programs, school interventions and workshops based upon the needs of Middletown's youth/families. Creates, staffs and/or oversees departmental programs/interventions. Provides support and consultation to various city, school or community programs, interventions and events.

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- ~~• Provides, as needed, assessment and referral to services, as well as resources for clients and the community. May provide counseling, case management and crisis intervention services for youth and their families, with direction from a licensed professional; advocates for clients and provide information regarding options.~~
- ~~• Recommends goals, policies and long range planning to the Youth Services Advisory Board.~~
- Prepares, accesses and administers grant applications. Prepares, administers and monitors Agency budget. Supports school and community grant applications with resource identification, partnership building, consultation and data provision. Pays bills, etc.
- ~~• Creates and staffs a youth council.~~
- ~~• Creates and presents public education workshops to City of Middletown or Middletown Public School staff, students and community members. Provides community education on youth, family and community issues to organizations in Middletown.~~
- ~~• Attends and actively participates (when appropriate) on community, regional and State committees to provide integrated services to the youth and families of Middletown.~~
- Attends Council, Board of Education, Director's and Advisory Board Meetings; se~~Se~~erves as staff to Juvenile Diversion Board and Youth Services Advisory ~~Board,~~ and may act~~Board. Act~~ as a member of various additional community boards and committees.
- ~~• Maintains a current record of the agency's activities.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

~~A~~ Master's degree in Public Administration, Public Health, Community Psychology or Social Work and experience with policy and community development. Experience developing youth programs. Human Services or other closely related field with five

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~~years of related human services experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

~~Appropriate education substitutions can be made.~~

Other

- ~~• Position requires the possession of a valid State of Connecticut driver's license. Position also requires clearance of a required background check.~~

PREFERRED QUALIFICATIONS

Clinical background and V Endorsement from CT Department of Motor Vehicles.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to perform mid to upper level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. ~~Requires the a~~Ability to implement decisions based on such data, and oversee the execution of these decisions.
- ~~Requires the a~~Ability to provide first line supervision. Ability to persuade, convince and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations. Requires the ability to provide first level professional counseling to clients and/or patients.
- ~~Requires the a~~Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as financial statements, budgets, grant reports, agenda items, diagnostic manuals, policy manuals, case reports, medical records, statutes, laws, procedures and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with the Mayor, Common Council, Board of Education, City departments, boards, commissions and committees, Police Department, Court system, clients, parents, schools, private clinicians, local, state and federal agencies and the public.~~Knowledge of community, community development and community outreach
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions.~~Must possess public speaking and presentation skills

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- Knowledge of systems change, social work and public administration theories and practices
- Knowledge of grant and report writing
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Balance competing requirements and needs of client organizations
- Ability to Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information

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- ~~Ability to E~~establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- ~~Ability to S~~satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- ~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching and reaching.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	03/18/15
Dates revised	