



## VACANCY ANNOUNCEMENT

### YOUTH DEVELOPMENT WORKER

**Part-time: 25-hour work week**

**Salary: \$35,100 annually (\$27.00/hour)**

**Closing Date: UNTIL FILLED**

**TOWN OF ENFIELD  
JOB DESCRIPTION  
SOCIAL SERVICES DEPARTMENT**

#### **YOUTH DEVELOPMENT WORKER**

**GENERAL STATEMENT OF DUTIES:** Responsible for design and implementation of positive youth development programs and initiatives for youth ages 8-18 utilizing evidenced-based principles and practices. Serve as a positive role model to support, lead, and encourage program participants, recognizing the wide range of abilities and diverse needs of youth and their families.

**SUPERVISION RECEIVED:** Works under the general direction of the Child, Youth & Family Operations Manager.

**SUPERVISION EXERCISED:** Assists in the supervision of volunteers.

#### **ESSENTIAL JOB FUNCTIONS:**

- Design, market, and facilitate recreational and educational youth programs that promote external and internal assets that young people need to succeed.
- Ensure for a safe, supportive, interactive and engaging environment for youth.
- Foster leadership, team-building and self-advocacy skills among youth participants.
- Work collaboratively with other Department staff to recruit and retain youth participants.
- Work in partnership with other organizations that support youth development.
- Maintain communication with parents/guardians and staff.
- Supervise youth during programs and field trips.
- Model self-control, respect and cooperation with youth, families and staff.
- Collect data on program and service delivery, as well as impact.
- Support Youth Center programming and staffing.
- Attend and actively participate in staff meetings, trainings and workshops, including being available for CPR/First Aid certification.

**OTHER JOB FUNCTIONS:**

- Perform related tasks as assigned by the Supervisor.
- May be responsible for transporting youth.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to sit, talk and hear. The employee is occasionally required to stand and to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Hand-eye coordination is necessary to operate computers and various office equipment. The employee must occasionally lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, the ability to adjust focus.

**WORK ENVIRONMENT:** The work characteristics 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

Performs highly complex and varied tasks requiring independent knowledge and its application to a variety of situations, as well as exercise of independent judgment.

The noise level in the work environment is usually moderate to loud.

**MINIMUM QUALIFICATIONS:****KNOWLEDGE, SKILL AND ABILITY:**

- Knowledge of the principles and practices of youth development and ability to use this knowledge to achieve the goals of the program.
- Working knowledge of the Search Institute Developmental Assets Framework
- Demonstrates relevant knowledge, skills, experience and ability to access relevant resources to implement curricula and oversee activities.
- Excellent communication skills in both writing and speaking.
- Ability to create an inclusive, welcoming, and respectful environment that embraces diversity.
- Solid organizational skills.
- Bilingual (English/Spanish) a plus.
- Ability to pass drug and background check.

**EXPERIENCE AND TRAINING:.** Bachelor's degree in Social Work, Human Development & Family Studies, Psychology, or related field and two (2) years' experience working with youth. Associates Degree with four (4) years' experience may be substituted for the Bachelor's.  
Must possess valid motor vehicle operator's license.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position. Adopted 1/03/2022.

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Apply on-line at [www.enfield-ct.gov](http://www.enfield-ct.gov)

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application process, please contact the Human Resources Department. EOE/AA/M/F

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