

**Town of Old Saybrook, Connecticut**  
**Position Description**

<b>Title:</b>	Youth Prevention and Program Coordinator	Hourly Range: \$23.85 to \$26.40 29 hours per week
<b>Department:</b>	Youth and Family Services	
<b>Date:</b>	December 2021	Wage Group 7 Steps: 1 - 5

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**Position definition:**

This position is responsible for helping with administrative office tasks including but not limited to sending out Constant Contact e-mails, and designing flyers for programs. This position will focus primarily on the following areas:

- 1.) Development and management of After School Activities for OS Middle School students and at times, OS High School students.
- 2.) Development and implementation of strategies to engage parents in the facilitation of healthy asset development for all children
- 3.) Recordkeeping, financial and statistical reporting ongoing for all programs
- 4.) Involvement in planning and facilitation of prevention programming
- 5.) Early Childhood Council organization and facilitation

**Supervision:**

This position receives oral or written directions from the Director of Youth and Family Services. Must have the ability to work with other departments, schools and community agencies.

**General Duties:**

- Significant organizational and interpersonal skills are required in order to work collaboratively with youth, youth advisors, parents, and staff.
- The Youth Prevention & Program Coordinator will work closely with the other YFS Coordinator(s) to ensure well balanced programs are available to Old Saybrook Youth, as well as some larger community oriented events/programs.
- This Youth Program Coordinator position coordinates, solicits and trains volunteers, supports YFS initiatives and collaborates with community sectors to support and develop positive opportunities for young people.
- Attend occasional YFS Commission meeting as needed

- Must be able to work after school hours and occasional evenings and/or weekends as needed
- Other assignments at the discretion of the Director of OSYFS

**Additional Duties:**

Prepares and maintains data for reporting needs, prepares statistical and narrative reports of some complexity for Director and grantors. Manage program budgets.

**Qualifications:**

This Coordinator should possess a minimum of a Bachelor's Degree in program development, community organization, social services, human services, recreation and/or volunteer coordination, with 1-3 years' experience in same. Good oral and written communication skills. Computer proficiency a must. Must be able to coordinate with multiple systems, have strong organizational skills, ability to lead and motivate volunteers, and work independently.

**Hours of Work:**

This position is a 29 hour per week position and must be available to ensure that the Youth and Family Services business hours are well served. It is a Wage Grade 7 hourly position under the collective bargaining agreement between the Town of Old Saybrook and Local 1303-278 of Council #4 (AFSCME).

**License or Certificate:** Must be able to obtain Public Passenger Endorsement License necessary for transport of students. Must possess a valid Connecticut driver's license . Must work towards Certification in Prevention Programming

***Date of Job Description:*** December 2021

***Application Deadline: External 1/3/2022***