



## Youth Services Administrator

Town of Portland, CT (EOE)

Deadline: **until filled**

Send resume with Town application and three letters of reference to:

***Office of the First Selectwoman***  
***P.O. Box 71, Portland, CT 06480-0071***

Full-time 40 hours weekly (M-F), starting salary \$50,000 DOQ; non-union position; full fringe benefits package. Subject to pre-employment drug/alcohol testing & criminal history background check.

Required: A Bachelor's degree from a recognized college or university in psychology, counseling, or a related field plus three years of progressively responsible experience in youth and family counseling, including at least one year in a supervisory capacity, or equivalent combination of education & experience. Must have valid CT Driver's License; First Aid and CPR certification.

### Candidates must have:

- Strong customer service and interpersonal skills along with strong written communication and presentation skills;
- Considerable experience in preparing grants as well as preparing other reports and keeping accurate records;
- Considerable knowledge of youth counseling principles and practices;
- Considerable ability and tact in dealings with staff, youth and families, town officials and the general public;
- Research and analysis skills;
- Detailed orientated with the ability to manage multiple projects simultaneously;
- Strong knowledge of social media and other basic computer skills;
- Ability to meet physical demands and work environment of the position.

### **Essential Duties and Responsibilities:**

- Plans, directs and implements social and youth services programs. Compiles data and prepares required reports for appropriate agencies.
- Serves as staff to youth groups or youth serving groups for planning, development and implementation of programs for youth.
- Promotes and provides a variety of activities that encourage positive youth development for Portland residents.
- Develops programs such as a youth empowerment programs, workshops on decision making skills for adolescents, outdoor adventure experiences, youth leadership development programs, volunteer opportunities for youth, substance abuse prevention programs and parenting programs.
- Attends Youth Services Advisory Board meetings as liaison.
- Maintains liaison with other agencies such as the juvenile court, Portland police and Portland schools, as well as other youth service groups in town.
- Coordinates public communications with the Town and region. Attends regional meetings in the county and State. Updates Town webpage for Youth Services.
- Coordinates and supervises youth services staff to implement youth activities including the coordination of purchases and contractors to provide youth service programs.
- Supervises and coordinates activities of youth services staff including recommendations of personnel activities such as assignments, promotions, discipline and training.
- Plans and prepares budget and grant applications. Supervises allocation of expenditures and disbursements and recommends needed appropriations of approved budget.