

The Town of New Milford is looking for a dynamic and energetic individual to join the Youth Agency. This Youth Agency Supervisor will coordinate and supervise programs with area youth with ages that range from pre-teen through 18. This position will also manage, coordinate and maintain a key event building that hosts both Youth Agency programs and other events for the Town. Two (2) plus years working with school aged children is required. Qualified applicants should complete a Town of New Milford Employment application and return it to Personnel Director, Greg Bollaro at 10 Main Street, New Milford, CT. 06776 gbollaro@newmilford.org no later than 4:00 PM on August 4, 2017

Town of New Milford

JOB CLASSIFICATION DESCRIPTION

Job Title: Youth Center Supervisor Non-Union – 40 Hrs. /Wk.

Job Summary:

Responsible for overseeing staff supervision and training, program participants, activities, scheduling and coordinating services. Works with the student committees that are set up to represent program areas. Is responsible to and supervised by the Agency's Prevention Program Manager.

Supervision Received:

Works under the direction of the Youth Agency Director.

Examples of Essential Duties:

Coordinates program schedule on a weekly basis with the Director, Prevention Program Manager, Student Advisory Board and support staff. Handles program logistics including coordinating building maintenance use.

Acts as the coordinator of all program emergencies. Acts as a backup for the program staff regarding problems or disciplinary procedures. Maintains lines of communication with parents of participants. Monitors staff and participants adherence to rules regarding the building use and program guidelines. Assists the Agency in the hiring of personnel to fill positions within the program area. Verifies payroll time cards and submits to the Agency's Payroll Clerk in a timely manner. Maintains accounts, recording charges and receipts. Maintains files on participants use and staff as set forth by the Agency's policies and Department of Health. Ensures that the program area is left in good order and clean each day. Acts as a positive role model. Channels disagreements or complaints to the proper individuals, confronts situations rather than covering them up, models problem solving techniques. Coordinates emergency shelter with CERT and Mayor's office. Handles web site and social media for Maxx. Plus other duties as assigned.

Knowledge, Skills, and Abilities:

Knowledge, skills and the ability to work independently, take initiative and seek out community resources. Ability to provide leadership and act as a positive role model to youth. Must possess good

written and oral communication skills. Organizational and record keeping skill also necessary. Must be willing to work flexible hours.

Minimum Qualifications:

A bachelor's degree in Education or Recreation with two (2) years of experience providing direct services to this age group, or, a combination of experience and training which provides a demonstrated ability to perform the duties of the position.

(This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.)

The Town of New Milford is an equal opportunity employer.

Approved by Town Council – 2/2014
Format Revision by Personnel 7/14/17

Working Conditions, Physical and Mental Requirements: Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift			
Frequency:	N	O	F	C	Frequency:	N	O	F	C			
Physical Demands:					Depth Perception			X				
Standing			X		Color Distinction			X				
Walking			X		Peripheral Vision			X				
Sitting			X		Driving			X				
Lifting			X		Physical Strength:							
Carrying			X		Little Physical Effort (-10 lbs.)			X				
Pushing			X		Light Work (-20 lbs.)			X				
Pulling			X		Medium Work (20-50 lbs.)			X				
Climbing			X		Heavy Work (50-100 lbs.)		X					
Balancing			X		Very Heavy Work (100+ lbs.)		X					
Stooping			X		Environmental Conditions:							
Kneeling			X		Cold (50 degrees F or less)		X					
Crouching			X		Heat (90 degrees F or more)		X					
Crawling		X			Temperature Changes		X					
Reaching			X		Wetness		X					
Handling			X		Humidity		X					
Grasping			X		Extreme Noise or Vibration		X					
Twisting			X		Exposure to Chemicals		X					
Feeling			X		Exposure to Gases and Fumes		X					
Talking			X		Exposure to Unpleasant Odors		X					
Hearing				X	Exposure to Bodily Fluids		X					
Repetitive Motion			X		Exposure to Dampness		X					
Hand/Eye/Foot Coordination			X		Confinement to a Small/Restricting Area		X					
Visual Acuity/Near			X		Mechanical Hazards		X					
Visual Acuity/Far			X		Physical Danger		X					

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.