

TOWN OF EAST GRANBY

TITLE: Youth Action Council Facilitator (Contract Position)

DEPARTMENT: Youth Services

East Granby Youth Services is currently accepting applications for a High School Youth Action Council and a Middle School Youth Action Council facilitator. Applications will be accepted from Monday, April 15, 2024 – Friday, May 3, 2024, or until filled.

A town of East Granby employment application (<https://eastgranbyct.org/wp-content/uploads/2023/11/Job-Application.pdf>) as well as a cover letter should be submitted to Alicia Van Neil, Supervisor Youth Services, 9 Center Street, East Granby, CT 06026. Questions can be directed to aliciav@egtownhall.com.

POSITION DESCRIPTION

The Youth Action Council (YAC) is a community service group for passionate and hard-working high school and middle school students. The group's mission is to provide students with an opportunity to develop leadership qualities while participating in volunteer activities. They learn about community needs, and they become empowered to be change makers. YAC members should want to make a positive impact in their communities and be eager to share ideas to help address the needs of their peers.

Members decide what goals they would like to accomplish and work together during the year to plan and complete them. The group works with the respective facilitator to learn about leadership, create and develop programs to meet the needs of the community and learn about themselves and how to advocate for themselves and their and other's needs.

SUPERVISION RECEIVED

This position works under the general direction of the Supervisor of Youth Services as well as the Youth Services Bureau Commission. This position works independently and establishes priorities of tasks within the general work assignment.

EXAMPLES OF ESSENTIAL JOB DUTIES

The following statements describe the principal functions of this job and its scope or responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

- ❖ Host bi-weekly meetings with YAC members to discuss leadership skills, community involvement, and youth programming.
- ❖ Create volunteer opportunities within the community for the youth based on their interests/community needs.
- ❖ Research and identify needs, assets, and interests in the community and develop programming as needed.
- ❖ Coordinates positive youth development programs. Including developing curriculum, meeting with potential instructors, reserving facilities, and marketing the programs.
- ❖ Interact professionally and appropriately with youth, parents, school personnel, community members, municipal departments, and co-facilitators.
- ❖ Maintain confidentiality for all youth participants.
- ❖ Organize and lead activities for youth to develop and strengthen their personal, social, emotional, and intellectual skills.
- ❖ Implement positive discipline techniques and group management.
- ❖ Order program supplies and equipment as needed.
- ❖ Prepare statistical and narrative reports to the Supervisor of Youth Services.

- ❖ Assist with developing and implementing short and long-term goals and objectives for program areas.
- ❖ Review applications of the incoming and returning members and assist with the review and selection of group members.
- ❖ May perform additional job functions, tasks, and duties as necessary and/ or requested.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

- ❖ Ability to work effectively with youth with unique perspectives and backgrounds.
- ❖ Knowledge of methods and techniques involved in researching, planning, organizing, implementing, programming, supervising, and evaluating a variety of youth programs and activities.
- ❖ Ability to engage youth effectively.
- ❖ Ability to develop and implement innovative and interesting activities and programs.
- ❖ Ability to listen well, communicate effectively and establish effective working relationships with civic groups, employees and officials, program participants and the public having a variety of educational backgrounds and values.
- ❖ Ability to communicate effectively, both orally and in writing.
- ❖ Ability to act calmly and effectively in emergency situations.
- ❖ Ability to prepare administrative reports in a clear, logical manner.
- ❖ Ability to collaborate with other public agencies on programs at a Local, Regional, State and National level.
- ❖ Ability to interpret and apply regulations, policies, and procedures.
- ❖ Ability to create, share and communicate hard copy and social media publicity for events and programs.
- ❖ Knowledge of Federal, State, and local laws, ordinances and policies relating to various municipal government programs and operations.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those that employees encounter while performing essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will be required to use his/her own transportation.

- ❖ Regularly required to communicate effectively with individuals in person, via email/zoom meetings and over the phone.
- ❖ Regularly required to walk, stand; climb or balance; stoop, kneel, crouch or crawl.
- ❖ Must be able to lift and/ or move up to 10 pounds.
- ❖ Must be available after-school, evenings, and weekends. Specific hours determined by programs and volunteer opportunities developed.
- ❖ Ability to work independently with developing leaders.
- ❖ Ability to manage a group of youth in a positive and productive manner.
- ❖ Ability to manage/execute programs both indoors and outdoors.
- ❖ Strong written and oral communication and motivational skills

MINIMUM QUALIFICATIONS REQUIRED

A bachelor's degree or master's degree is preferred in human services, social work or recreation administration, or a closely related field and two (2) years related experience which includes some administrative responsibility or

a high school diploma and four (4) years of increasingly responsible experience in a closely related field or a similar combination of education and experience.

This is an academic year position for approximately 100 hours (after school, evening, and weekend hours). The salary is \$20/hour.

LICENSE OR CERTIFICATE:

Must possess a valid Motor Vehicle Operator's license and vehicle for performance of job functions.

Updated April 2024