



**VACANCY ANNOUNCEMENT**  
**YOUTH CENTER ASSISTANT**

**Hours: 3 or 4 days per week, up to 25 hours per week**  
**(Mon – Thu 2:30 – 7:00pm; Fri 2:30 – 8:00pm)**

**Pay: \$12.00 per hour**

**Closing Date: *Until Filled***

**TOWN OF ENFIELD**  
**JOB DESCRIPTION**  
**DEPARTMENT OF SOCIAL SERVICES - YOUTH SERVICES DIVISION**

**YOUTH CENTER ASSISTANT**

**GENERAL STATEMENT OF DUTIES:** Responsible for assisting in the day to day operation and coordination of the Youth Center program activities.

**SUPERVISION RECEIVED:** Works under the general direction of the Youth Services Coordinator or designee.

**SUPERVISION EXERCISED:** Assists in the supervision of volunteers and members of the Youth Center.

**ESSENTIAL JOB FUNCTIONS:** Assists in supervising the daily operation of the Youth Center programs and members; utilizes a prevention and intervention framework to support and assist at-risk youth; stimulates interest and leads a variety of positive youth development activities; assists in planning and providing youth groups and clubs; carries out Youth Center policies and procedures ensuring members demonstrate appropriate behaviors; participates in staff training and team building; practices positive role model behavior; maintains a safe and clean Youth Center facility; assists in insuring the Center maintains adequate supplies; prepares daily paperwork including statistics; prepares copies and answers phones; handles youth center monies as directed; assists in field trips and outdoor activities; does related work as required; regular & punctual attendance.

**OTHER JOB FUNCTIONS:** May be responsible for transporting youth to and from activities.

**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 regularly required to sit, talk and hear. The employee is frequently 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, 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:** Ability to engage youth in positive relationships; knowledge and ability to facilitate positive youth development activities; knowledge and skill in leadership techniques; ability to be a positive role model; ability to carry out policies and procedures; ability to establish and maintain effective interpersonal relationships in a staff team; ability to communicate effectively.

**EXPERIENCE AND TRAINING:** Associates degree or equivalent in Human Services or related field plus a minimum of one year experience with youth on casework, group work, education, program development, recreation or equivalent combination. Must successfully complete Town of Enfield sponsored First Aid and CPR training programs. Must possess a valid drivers' 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:

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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**