



Position Title: Director of Youth Services
Reports to: Director of Public Service
Hours: 35 hours per week
Date: October 3, 2022
Salary: \$60,000 -\$73,000

GENERAL FUNCTION

- Appointed by the Town Administrator, and reporting to the Director of Public Services
- Receive advisory support from the Youth Services Committee for activities, policies, and programming.
- Director sets their own 35-hour work schedule based on programs and meetings they plan or attend. Generally hours fall between 10am to 8pm weekdays and occasional weekends.
- Located at the Library with considerable hours spent in middle school and high school facilities.

Youth Services' mission is to allow for the voice of our youth to be heard in the community. The Department strives to establish youth-driven social and experiential activities and to provide opportunities for young adults to become active members of the community. Through these programs, the Town helps to foster healthy self-images and encourage positive decision making. *Given priority needs for youth in 2022, an increased emphasis will be placed on support group facilitation and programming that bolsters internal family supports for youth.*

As part of the Division of Public Services, the Director of Youth Services will work closely with key partners including schools, police and community impact team, library, and parks & recreation to supplement existing programs and support each other in joint initiatives.

PRINCIPAL ACTIVITIES

1. Personally deliver youth support group and mental wellness programming during school and afterschool hours, evenings, and school/summer vacations including occasional weekends.
2. Advise youth-driven wellness and social service projects with groups including but not limited to middle school youth group; high school aged Youth Action Team
3. Develop drop-in hours as well as specific programming for youth and guardians that build their internal resilience and family and friend supports.
4. Foster positive self-image and resilience by facilitating Mentoring Programs in coordination with schools.
5. Build relationships with other caring adults such as school-based professionals that result in youth referrals, and make concerted efforts to engage youth who are not actively connected with other social supports. Develop community awareness of Youth Services to encourage self-referrals and family or friend referrals.
6. Maintain and increase program participation. Track program participation, use of social service referrals, and maintain master roster of program participants.
7. Provide reports and documentation to the Youth Services Committee, Public Services Division, and Town Administrator as needed.
8. As part of North Reading's Public Services and Community Impact Teams, support and refer youth and families on a case-by-case basis with various issues including, but not limited to: self-



injury; eating disorders; sexual health; health insurance barriers; homelessness; substance abuse; bullying; academic and behavioral struggles; and social and emotional issues, at times supporting households through a crisis.

9. Attend/present at community meetings relevant to youth. Serve as an active participant in school-based professional groups, Youth Services Committee, and the North Reading Community Impact Team (CIT).
10. Supervise potential interns and engage volunteers including committee members and youth in program leadership. Participate in collaborative grant writing and new program development with Public Services and Community Impact Teams to expand capacity over time.
11. Other duties as needed based on changing town priorities for Youth Services over time.

QUALIFICATIONS

- Ability to initiate, implement and evaluate projects such as those outlined in the “Principal Activities” section, above.
- 3+ years’ experience working directly with youth and bachelor’s degree in a field related to youth, preferably social services; OR Master’s Degree in a related field and two years of relevant work experience; OR 7+ years of relevant work experience.
- Effective interpersonal skills including ability to work with youth, parents, professionals, community members, volunteers, town departments and town boards.
- Self-motivated; must have the ability to work independently.
- Ability to efficiently and effectively solve problems.
- Knowledge of Microsoft Office including Word, Excel, and PowerPoint; proficiency with email, internet, Facebook and other social media.
- Flexibility in work schedule, ability to work night and weekend programs.
- Good driving record and valid driver’s license.
- CORI clearance required.

PREFERRED

- LICSW or LMHC, LMFT or equivalent licensure to practice counseling independently.
- Counseling or teaching experience.
- First Aid and CPR certified.
- Experience as a Mandated Reporter.
- Grant research and writing.
- Experience working with diverse learners.

Compensation: \$60,000 - \$73,000 depending on qualifications

Application and Resumes should be emailed to jobs2@northreadingma.gov

EOE