



## TOWN of NORTH READING

*Massachusetts*

### Human Resources

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**Alyson Olsen**  
**Benefits Coordinator**

## **TOWN OF NORTH READING JOB OPENING**

North Reading Youth Services Director

The Town of North Reading is seeking applicants for a full time Youth Services Director.

The successful candidate will facilitate as Director and Department Head for the Town North Reading Youth Services. This person reports to the Town Administrator.

The Director works with Youth Services Committee to develop support programs, volunteer programs and strategies for program funding and budget management, including development of grant applications. The Director also facilitates connections between community partners to continue to provide support to youth and is an active member of the Community Impact Team (CIT).

#### Qualifications:

- Bachelors Degree in a field related to youth, preferably social services.
- Effective interpersonal skills including ability to work with youth, parents, professionals, community members and volunteers as well as town departments and town boards.
- Skills in effective communication and public presentations.
- Ability to efficiently and effectively solve problems.
- Ability to initiate, implement and evaluate projects.
- Knowledge of Microsoft Office including Word, Excel, and PowerPoint; proficiency with email, internet, Facebook and other social media.
- 3-5 years experience working directly with youth.
- Self-motivated
- Flexibility in work schedule, ability to work night and weekend activities.

If you are interested in this position please email a letter of interest and your resume to: [aolsen@northreadingma.gov](mailto:aolsen@northreadingma.gov). Please indicate Youth Services Director in the subject of your email.

Salary will be commensurate with experience and qualifications

We are looking for a candidate for immediate hire. Deadline to submit your application and resume is February 9, 2018

Equal Opportunity Employer