

MEU

Internal/External

**CITY OF NEW LONDON
CONNECTICUT**

**RECRUITING ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER**

Position Title: Teen Development and Employment Program Leader

Salary: \$71,800. - \$83,236.

General Description of Job:

Oversight for planning, development, coordination, implementation, grants management, budget control, staff supervision, collaboration, resource connections, and administration of teen development, employment, and risk prevention opportunities.

Minimum Qualifications:

Bachelor's degree completion/in progress in human services, social services, education, family studies, child development, psychology, or related field. Minimum five years professional experience overseeing teen programs in the areas of employment/career development and postsecondary preparation. Two years of supervisory and leadership experience. Professional experience using Google Classroom for teen workforce instruction and with WIOA (Workforce Innovation and Opportunity Act) eligibility requirements. Training and at least one year experience documenting/reporting with CT HIRES State workforce monitoring tool.

Examination*:

T&E Evaluation	Technical Oral Examination**	Practice Examination (Computer)	Health Physical and Background Investigation
(Weighted 70%)	(Weighted 30%)	(Pass/Fail)	(Pass/Fail)

*Each portion of the examination process *must* receive a passing score of 70% or more in order to proceed to the next phase of the examination process. **The City reserves the right to move only a select number of applicants forward to the Technical/Oral Examination.

Per Personnel Policies, veteran, incumbent or residency points may be awarded.

Employment Benefits:

Liberal fringe benefits – Anthem, Cigna dental, CVS Caremark Prescription drug, life insurance, sick leave, vacation and holidays, workers' compensation.

How to obtain Information:

For an application (required), apply at the Personnel Office, 13 Masonic Street, New London, CT 06320 or visit the City of New London website at: jobs@newlondonct.org Closing date is **December 16, 2025, at 3:00 pm.**, EOE MFH

Grade: MEU-2
Location: Recreation
Approved by Personnel Board: 6/28/2021
Concurred Union: 6/25/2021
Hours: 35

**NEW LONDON YOUTH AFFAIRS
TEEN DEVELOPMENT AND EMPLOYMENT PROGRAM**

GENERAL SUMMARY:

Oversight for planning, development, coordination, implementation, grants management, budget control, staff supervision, collaboration, resource connections, and administration of teen development, employment, and risk prevention opportunities.

DISTINGUISHING FEATURES OF THE POSITION

1. Implemented through New London Youth Affairs Division, within the Recreation Department
2. Youth Affairs Coordinator of Youth Grants and Services serves as direct supervisor.

PRINCIPAL DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE):

1. Implements teen workforce and career development services: academic support, career assessment, cover letters, resumes, interview skills, job applications, dress for success, job shadowing, internships, portfolios, driver's education, financial literacy, pipeline training, entrepreneurship skills, industry exploration, FAFSA completion, college applications, job/school references, higher education tours, follow-up case management.
2. Facilitates summer and school year employment: worksite development, teen application eligibility and processing, interviewing, placement, orientation, timesheet monitoring, site visits, instruction and presenters, databases, funder monitoring meetings
3. Connects teens to local resources for basic, individualized wrap-around needs and related items/services.
4. Coordinates educational teen field trips overseeing safety, transportation, registration, staffing, site selection/arrangements, policies
5. Partners with and convenes New London community agencies, schools, and city departments, and links to other communities
6. Initiates outreach strategies targeting underserved and high-risk youth and families
7. Connects youth and families to local resources
8. Supervises, trains, and evaluates Program Assistants, Activity Leaders and volunteers

Position No:

9. Employs culturally competent approaches, quality assurance, and furthers Youth Affairs goals within the community
10. Assesses community needs and coordinates related initiatives
11. Uses a variety of marketing and social media techniques to facilitate organization visibility, participant recruitment, program media coverage, information dissemination to the community
12. Facilitates program evaluation plan by developing, monitoring, documenting, and reporting goals, objectives, community data points, clientele demographics, measurements, and outcomes.
13. Fulfills grant requirements, adheres to grant objectives, follows grant program components and financial parameters
14. Monitors purchase orders, expenditures, and budgets
15. Arranges contracts with vendors/service providers to enhance programs
16. Explores/compares vendor options for needed supplies, and orders related materials
17. Attends staff/community meetings and training opportunities, actively participates in regular collaboratives, partners in coordination of local events
18. Assists with other program and administrative functions and performs related work as required

MINIMUM QUALIFICATIONS/SPECIFICATIONS:

1. Bachelor's degree completion/in progress in human services, social services, education, family studies, child development, psychology, or related field
2. Minimum five years professional experience overseeing teen programs in the areas of employment/career development and postsecondary preparation.
3. Two years of supervisory and leadership experience
4. Professional experience using Google Classroom for teen workforce instruction and with WIOA (Workforce Innovation and Opportunity Act) eligibility requirements.
5. Training and at least one year experience documenting/reporting with CT HIRES State workforce monitoring tool.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Position No:

1. Capacity connecting local resources, providers, systems designed to meet the needs of at-risk teens, based on the individualized relationships developed. Competency identifying and accessing basic community services (food security, employment opportunities, mental health, technology, translation, transportation, tutoring, clothing, school supplies).
2. Youth workforce development training/abilities: CT Metrix Learning, Workforce/
Academic Assessment Battery and Employment Plan, Mental Health First Aid certification, Employment Interview Professional certification.
3. Demonstrated collaboration with EWIB (Eastern Workforce Investment Board) and EASTCONN for teen workforce development.
4. Working knowledge of adolescent development principles and prevention theory, socio-economic challenges, inner-city issues/impacts, special needs and multi-cultural urban populations.
5. Established and maintained effective working relationships with community agencies, schools, and City departments
6. Strong oral, written and outreach communication skills, to engage and recruit local youth/families/community members, with fully bilingual skills an asset.
7. Proficient in technology for research, communication, virtual platforms, social media, documentation, reports, marketing, including Microsoft Office suite, fire vault.
8. Ability to perform a wide-range of youth/community work and administrative duties in a responsible, professional manner, working in varied settings, and to prioritize safety, respect, and workplace policies. Ability to work independently, as a team leader, and team member, as well as receive direction and guidance from others.
9. May require employee to work offsite within the community, and to work evenings and weekends as necessitated.
10. Ability to become First Aid, CPR, and BBP certified within 6 months of hire.
11. Ability to operate a motor vehicle in the State of Connecticut.

Revised: June 2021