

**TOWNSHIP OF HAMILTON
JOB DESCRIPTION**

POSITION TITLE: **YOUTH SERVICES AND PROTECTION COORDINATOR**
DEPARTMENT: **POLICE DEPARTMENT**
UNION: **NO**
FLSA STATUS: **NON-EXEMPT**

SUPERVISION:

Reports to: Chief of Police or designee

Position Titles Responsible: None generally. May exercise supervision over clerical, temporary or seasonal staff as assigned.

POSITION QUALIFICATIONS:

Education Required: Graduation from an accredited college or university with a Bachelor's degree in Public Administration, Social Work, Sociology, Urban Studies, or a related field.

Experience Required: Three (3) years of full-time experience in organizing various groups of people in such fields as community organizations or relations, social welfare, or fund raising or any combination of education and progressively responsible experience with additional work experience substituting for the required education on a year for year basis.

Licenses Required: Valid NJ Driver's License

SPECIALIZED KNOWLEDGE/SKILLS:

- Knowledge of principles and processes for providing customer and personal services, including customer needs assessment, meeting quality standards for service, and evaluation of customer satisfaction.
- Knowledge of business and management principles involved in planning, resource allocation, leadership techniques, and coordination of people and resources.
- Knowledge of group behavior and dynamics, societal trends and influences.
- Knowledge of media production, communication, and dissemination techniques and methods, including alternative ways to inform and entertain via written, oral and visual media.
- Knowledge of principles and methods for promoting and selling ideas and services, including marketing, strategy and tactics.
- Knowledge of techniques used to stimulate community interest in community programs and in ensuring effective community participation.

- Knowledge of functions and relationship of government/community groups at the local, regional, and state levels.
- Ability to recognize and navigate different philosophical systems, values, ethics, ways of thinking, customs and practices to arrive at consensus.
- Ability to analyze information and evaluate results for successful outcomes.
- Ability to develop and maintain constructive and cooperative working relationships with community groups and other municipal programs.
- Ability to communicate information and ideas clearly and effectively by telephone, in written form, e-mail, or in person.
- Ability foster teamwork across organizations; promoting cooperation, understanding, and harmony between the municipality and the public it serves.
- Ability to use independent judgment to determine whether events or processes comply with laws, regulations, standards, or ordinances.
- Ability to establish long-range objectives and effect successful strategies to accomplish same.
- Ability to develop, design, or create new ideas, relationships and systems.
- Ability to serve as a facilitator between groups and individuals in the interest of resolving problems, promoting cooperation, and implementing a community relations program.
- Ability to develop and schedule programs and activities while performing day-to-day administrative tasks, setting priorities and making efficient use of time.
- Ability to create and maintain an operating budget; controlling resources and determining efficient use of funds.
- Ability to evaluate the work and/or programs of others and provide them with needed advice and guidance.

POSITION SUMMARY:

Works with community youth organizations, special interest groups, and individually to coordinate and develop community focused programs to meet the social and recreational needs of residents. Oversees the assigned budget and policies regarding participant involvement and program requirements. Performs necessary administrative and fieldwork to carry out the objectives of the office. Provides seasonal supervision and oversight of the municipal lakefront recreational area. Performs other duties as required or assigned.

PHYSICAL/ENVIRONMENTAL CONDITIONS:

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 use hands to finger, handle, or feel; talk or hear and taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The work environment 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, during evening hours, on weekends, and on holidays.

The noise level in the work environment is usually moderate.

EQUIPMENT:

The employee should be able to operate standard office equipment, including but not limited to computers and Microsoft Office software programs, copiers, scanners, and FAX machines.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Plans and develops policies/procedures regarding use of municipal facilities for local community youth organizations and user groups.
- Plans and administers budgets for programs, equipment, and support services.
- Attends community meetings and public conferences.
- Gathers community input/reaction to programs, and works with local officials and community youth organization and user groups to ensure programs meet community needs.
- Estimates community interest in programs, and seeks to maximize community participation.
- Serves as the liaison between local government and community youth organizations and user groups to constructively resolve problems/concerns.
- Participates with local government officials in determining most efficient allocation/distribution of funds to meet community needs or to improve social and recreational conditions in the community.
- Gathers and compiles statistical data pertaining to changes within the community to project anticipated social and recreational needs.
- Prepares and maintains records and reports.
- Keeps abreast of the latest recreational trends and societal focus to provide current and vibrant programming.
- Acts as consultant to community youth organizations and user groups regarding the interpretation of program-related federal, state, and local regulations and policies.
- Analyzes proposed legislation, regulations, or rule changes to determine program and services impact.
- Provides seasonal supervision and oversight to the municipal lakefront recreation area via ensuring facility is operational, proper signage is posted, equipment is maintained and/or replaced, supplies are stocked, hiring of staff, conducting post-offer orientation training, ordering of uniforms and beach badges, and preparing weekly work schedules.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview and reference check; job related tests may be required.

CORE COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service – Responds promptly to resident inquiries in a courteous and professional manner. Displays a respectful attitude by way of a positive, affable disposition in serving residents, co-workers, and the general public.

Quality Work – Performs assigned tasks accurately, is thorough and neat, and displays a professional demeanor; exhibits practical/technical knowledge required on the job; is reliable regarding task completion and follow up; observes prescribed work break/meal periods; is punctual; and has an acceptable overall attendance record; works with little or no supervision.

Operational Effectiveness – Follows policies and procedures; supports Township’s mission and vision; looks for ways to improve and promote quality; maximizes resources; seeks and accepts new assignments and assumes additional duties when necessary; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; writes clearly and informatively, presents numerical data effectively.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to other’s views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives.

Safety – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Approval:

Arch Liston, Administrator

Date:

03/15/2021