Position: Youth Services Intern
Post Date: August 30, 2022
End Date: Open Until Filled

The Town of Suffield is a quintessential New England town with a longstanding pledge to preserving its historic architecture and agricultural roots. The many people who serve Suffield through town government - as employees and volunteers alike - remain committed to developing and fostering a strong sense of community among its residents.

The Town of Suffield is seeking a Temporary Youth Services Intern for the Youth Services Department for September through May. Serves the residents of Suffield in customer-oriented manner that helps promote a positive, professional image for the Town government.

**Supervision Received:**
Works under the general direction of the Youth Services Director

**Supervision Exercised:**
None

**Essential Duties and Responsibilities:**
1. Provide direct and indirect services to youth and families, conducts and participates in various youth services programs in the areas of positive youth development, prevention, intergenerational and diversion programming.
2. Conducts outreach at community events and meetings, compiles statistics and drafts report on youth issues and trends, plans, implements, and evaluates youth and family programming.
3. Develops, coordinates, markets and implements a variety of positive youth development and prevention programs.
4. Creates and publishes marketing and advertising materials related to various programs, events, etc.
5. Remains informed on current youth/adult issues as well as federal, state, and local programs via training/seminars.
6. Assists with special projects and performs other duties as required.

**Other Job Functions:**
1. Perform other related work as assigned.
Minimum Qualifications:

Education & Experience:
1. Bachelor’s Degree in Social Work or student enrolled in a BSW or MSW program.
2. Suitable experience may be substituted for education attainment if deemed appropriate by the First Selectman.

Knowledge, Skills and Abilities:
1. Experience working with youth and families
2. Ability to build and maintain effective relationships with individuals and groups, co-workers, the public, and others.
3. Ability to work well independently and as part of a team.
4. Knowledge and creativity in social media and marketing.

Special Requirements:
1. Valid, active Motor Vehicle Operator’s license preferred.
2. Must submit to pre-employment drug and alcohol testing as well as fitness for duty testing.

Tools and Equipment Used:
This job operates in a professional office environment with occasional related fieldwork. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

Physical Demands:
The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand, walk, use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl and taste or smell.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:
This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, postage machine, folding machine, printers and fax machines. The noise level in the work environment is usually quiet.
General Guidelines:
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 requirements of the job change.

Other Duties:
Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

Travel:
Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars.

EEOC Statement:
It is the policy of the Town of Suffield to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Suffield will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.

Hours:  Seeking an intern to work up to 16 hours per week during office hours. Special events may occur on evenings and weekends.

Compensation and Benefits:
$20/per hour as intern.

How to Apply:
Applications can be found on the town website at suffieldct.gov/departments/hr. Please submit an application and resume by email to sfoley@suffieldct.gov or by mail to Town of Suffield, Human Resources Department, Attention: Shannon Foley, 83 Mountain Rd, Suffield, CT 06078 by closing date of posting.

The Town of Suffield is an equal opportunity employer m/f/d/v.
The above posting is intended as a guide and is not a complete description of the position or process