



Town of Suffield Job Posting

Position: Youth Services Program Assistant

Post Date: July 20, 2026

End Date: August 3, 2026

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 Program Assistant for our Youth Services department. We are seeking a dependable and enthusiastic Program Assistant to support youth programming and activities. This temporary position offers an opportunity to work directly with young people while assisting with program implementation and administrative tasks. Serves the residents of Suffield in a customer-oriented manner that promotes a positive, professional image for the Town government.

Hours:

Position Type: Temporary (June 2026 – July 2027)

Hours: 5 hours per week, including one required weekly shift from 2:00 PM–5:00 PM and an additional 2 hours scheduled separately based on program needs.

Compensation and Benefits:

Hourly Rate: \$16.94 per hour. This position is contingent upon the availability of grant funding. No benefits are offered with this temporary position.

Supervision Received:

Works under the general direction of the Youth Services Director.

Supervision Exercised:

None.

Essential Duties and Responsibilities:

1. Assist with the supervision of youth participants.
2. Support the planning and implementation of youth programs and activities.
3. Help prepare materials and set up for programs.
4. Maintain a safe, welcoming, and engaging environment for participants.

Other Job Functions:

1. Perform other related work as assigned.

Minimum Qualifications:

Education & Experience:

1. Experience supervising children and/or youth.
2. Experience planning youth programs, activities, or events.

3. Suitable experience may be substituted for education attainment if deemed appropriate by the First Selectman.

Knowledge, Skills, and Abilities:

1. Strong communication and organizational skills.
2. Ability to work independently and as part of a team.

Special Requirements:

1. Valid, active Motor Vehicle Operator's license preferred.
2. Must submit to pre-employment drug and alcohol testing and fitness for duty testing.

Tools and Equipment Used:

This job operates in a professional office environment with occasionally 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 perform the essential functions of the job successfully. 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.

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