



**HANOVER COUNTY GOVERNMENT**  
invites applications for the position of:

## **Youth Services Specialist**

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|----------------------|------------------------------------|
| <b>SALARY:</b>       | \$42,757.00 - \$55,804.80 Annually |
| <b>JOB TYPE:</b>     | Full-time                          |
| <b>LOCATION:</b>     | Washington Hwy, Ashland            |
| <b>DEPARTMENT:</b>   | Community Resources                |
| <b>OPENING DATE:</b> | 07/07/22                           |
| <b>CLOSING DATE:</b> | Continuous                         |

### **DESCRIPTION:**

Hanover County Department of Community Resources seeks a dynamic, high energy and innovative professional to help inform, educate and inspire local youth to become leaders in their community through engagement, volunteerism and service projects. If you enjoy making a positive impact in the lives of youth, then come join our team as a Youth Service Specialist.

**General Description:** This is a professional position. Incumbent is primarily responsible for the coordination of department activities involving community capacity building, to promote and enhance youth related services. This includes community engagement within the county and staff support to the Hanover Youth Service Council. This position engages youth as leaders in sharing opportunities with peers to volunteer and as "youth voice" within local government and the community.

Requires the performance of professional and administrative tasks, including program development and volunteer management.

**Organization:** The Youth Services Specialist is a part of the Department of Community Resources team and reports to the Director of Community Resources. The Youth Services Specialist supervises volunteer staff.

### **Essential Functions:**

- Serves as the lead staff contact for awareness and knowledge of youth related services and leadership development programs available to youth under 18 years of age within our county.
- Advises the Hanover Youth Service Council.
- Directly leads or facilitates relevant training and networking opportunities among youth program leaders
- Develops programs and promotes the year round engagement of youth in volunteer service.
- Coordinates relevant training
- Provides information and referral regarding community resources and volunteer programs.

- Assists with the planning and implementation of service projects and events.
- Compiles data and prepares reports as needed.
- Researches and facilitates or develops grant proposals as appropriate to support internal or collaborative projects.
- Supports department functions as necessary, including oversight of social media communications
- Performs related work as assigned.

**Working Conditions:**

- A. Hazards
- None Known
- B. Environment
- Office – 60%
  - Field – 40% Travel may be necessary in order to perform essential functions.
- C. Physical Effort
- Moderate
- D. Non-exempt

**Knowledge, Skills and Abilities:** Requires the performance of professional and administrative tasks including program development and volunteer management. Knowledge of volunteer resources management required. Knowledge of human services programs, youth-serving organizations and community resources preferred. Knowledge of youth leadership development and community service desired. Must be able to work effectively with youth, to develop and implement programs, to plan and manage work independently, to maintain effective working relationships with youth and adults, to maintain confidentiality, and to communicate effectively, both orally and in writing. Basic computer skill required with advanced skill desired.

**Education, Experience and Training:** Bachelor's degree required (preferably in a human service field) with at least two years' experience, in volunteer resources management and/or program management required. Experience working with youth or in youth development is desired-**OR**- any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

**Special Conditions:**

- Criminal Records Check, including fingerprinting
- Valid Commonwealth of VA Driver's License
- CPS (Child Protective Services) Check
- Work beyond normal work schedule including nights and weekends
- Twelve month probationary period

Revision: August 2018

**SPECIAL INSTRUCTIONS TO APPLICANTS:**

If you are selected for this position, you will be required to provide a copy of your diploma/degree

and certifications.

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## **SUPPLEMENTAL INFORMATION:**

Preferred candidates will have:

- \*Experience working with middle and high school aged youth.
- \*Experience utilizing various social media platforms.
- \*The Youth Service Specialist must be self-directed, flexible, creative, have excellent time management and organization skills, and the ability to work effectively both independently and as part of a team.
- \*Experience in planning, marketing & coordinating events that promote community and youth engagement and support volunteerism.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.hanovercounty.gov>

Position #202200130  
YOUTH SERVICES SPECIALIST  
DP

7515 Library Drive  
Hanover, VA 23069  
804-365-6075

[humanresources@hanovercounty.gov](mailto:humanresources@hanovercounty.gov)

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### **Youth Services Specialist Supplemental Questionnaire**

- \* 1. How many years of experience do you have working with youth?
  - No experience
  - 1-2 years
  - 3-4 years
  - 5+ years
- \* 2. How many years of experience do you have working with volunteers?
  - No experience
  - 1-2 years
  - 3-4 years
  - 5+ years
- \* 3. How many years of experience do you have utilizing Social Media Platforms (e.g., Facebook, Instagram, Twitter, etc.)
  - No Experience
  - 1-2 years
  - 3-4 years
  - 5+ years
- \* 4. How many years of experience do you have in planning and leading youth programs?
  - No Experience
  - 1-2 years

3-4 years

5+ years

- \* 5. Please detail your experience in planning and leading youth programs?
  
- \* 6. Briefly describe your interest in this position and your career goals.
  
- \* 7. Please list three (3) reasons why you believe why you would be an ideal candidate for this position?
  
- \* Required Question