

# TOWN OF CLARENCE

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# YOUTH BUREAU

**Dawn Kinney, Executive Director**  
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*"Preparing Youth for the Future"*

## **JOB OPENING:**

### **Youth Activities Leader (PT)** **Town of Clarence Youth Bureau**

The qualified candidate will assist in a variety of areas, including, but not limited to:

- Assisting with delivery of the Youth Volunteer Program for ages 12-20.
- Providing a safe environment for program participants.
- Overseeing and participating with groups of youth in a variety of activities.
- Planning and leading organized, age appropriate, activities.
- Interacting and relating with youth and serving as a positive role model.
- Working as a team with other Youth Bureau staff.
- Transporting youth to and from activities.
- Carrying out the mission, goals and schedule of the program.
- Other duties as assigned.

Other requirements related to the position include:

- At least 18 years of age.
- Experience working with youth ages pre-school - high school.
- Experience planning and implementing youth activities.
- Must be flexible, creative and articulate.

Rate: \$8.18/hr., 19 hrs./week

Application Deadline: May 6, 2011

Application can be downloaded at: [www.clarence.ny.us](http://www.clarence.ny.us) (left column – Job or Committee/Board Openings)

For more information call: Dawn Kinney at 407-2162