

TOWN OF YARMOUTH, MAINE

**Parks, Recreation & Community Services
HUMAN SERVICES COORDINATOR**

Job Advertisement

Parks, Recreation & Community Services Department (YCS) – The Town of Yarmouth, Maine seeks a part-time Human Services Coordinator to implement the Town of Yarmouth’s General Assistance (GA) program and other resident-based social services as they arise. The department prides itself on offering a variety of social services, programs, events, camps, volunteer opportunities, parks, fields, trails, miscellaneous services and many other recreational amenities throughout the town.

The qualified applicant for this part-time position will be a considerate, self-motivated and resourceful individual to multi-task and work with diverse populations in Yarmouth. Work requires a familiarity with organizational and operating characteristics of the department, as well as its services and relationships. Responsibilities involve client intake and preparing and maintaining detailed accounts, reports, and client records. This position will also assist with other YCS department needs, as assigned.

Requirements: Graduation from an accredited High School and a degree in social work, or related field (e.g.- human services, psychology, health or education) or with 3 years of progressively responsible social services experience in a related field. Candidate must be detail oriented and the ability to establish and maintain effective working relationships with departmental employees, Town and School officials, community groups, and the public. Candidate must acquire and maintain related GA and Welfare Director’s certificates and be responsive to emergency and scheduled needs of our residents.

Part-time work is often performed independently. Work hours may vary but are estimated to be 20-24 hours per week. General working hours are Monday through Friday, 8:30am-4:30pm. However, this position must be flexible to accommodate the needs of the organization and may require some evenings and weekend hours on occasion.

Offers of employment are contingent upon the completion of professional background confirmation and satisfactory criminal. Pay range is: \$21.00-25.00/hour.

Beginning August 8, 2022, applications will be reviewed and accepted until the position is filled. Interviews will be scheduled beginning the week of August 15, 2022. Interested applicants must submit cover letter, handwritten application, resume, and two (2) letters of professional reference to:

Yarmouth Community Services
c/o YCS Human Services Position
200 Main Street
Yarmouth, ME 04096

or by email to: Karyn MacNeill
kmacneill@yarmouth.me.us

In subject line, please type: YCS Human Services

The Town of Yarmouth is an Equal Opportunity Employer