



TOWN OF MANCHESTER



POSITION AVAILABLE

**School Readiness Liaison
Youth Service Bureau
Grant Funded project through Pre-School Development Grant
\$25.00/hr-No benefits
Up to 25 hours/week**

CLOSING DATE: WEDNESDAY, April 18, 2018

(Applications must be received in the Human Resources Department by 4:30 p.m.)

SUMMARY OF POSITION: Under direction of the Youth Service Bureau Director, the School Readiness Liaison will be responsible for coordination of the School Readiness Grant and Preschool Development Grant. Site monitoring will be performed by the liaison. Site monitoring will include site visits, classroom observation and environmental surveys. Maintain ongoing communication between the Office of Early Childhood, the School Readiness Council, and the sub-grantees.

KNOWLEDGE AND SKILLS: Knowledge of word processing programs, Power Point, spreadsheet and other document formatting techniques. Ability to prepare written records and reports. Prepare and make presentations. Ability to communicate effectively, both orally and in writing. Well-organized and strong initiative to work independently. Willingness to take direction and accept supervision. Ability to handle confidential information; ability to handle difficult and varied situations with employees, volunteers and/or the public. Interpersonal skills to work with diverse organizations and interests to work courteously, professionally and collaboratively.

EDUCATION: Bachelor's Degree in the field of Early Childhood Development or related area. Experience working with preschool children and preschool classroom teaching preferred. Experience in grants administration and contract management, including gathering data, evaluation and reporting methods. Must possess valid motor vehicle operator's license.

Applications and job description are available in the Human Resources Department, 41 Center, Street, P.O. Box 191, Manchester, CT 06045-0191 or visit our website at <http://hrd1.townofmanchester.org/index.cfm/employment-opportunities/>. Applications must be received in the Human Resources Department by 4:30 p.m. on Wednesday, April 18, 2018 or must be postmarked by Wednesday, April 18, 2018. The Town reserves the right to limit the number of applications it accepts. No faxed or e-mailed resumes and/or applications will be accepted.

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.