



**TITLE: PAL COMMUNITY SERVICES COORDINATOR**

**GENERAL DESCRIPTION:**

This position is assigned to the chiefs' office. The primary responsibility will be managing and developing programs to identify at-risk youth(s). The Police Activity League (PAL) Community Services Coordinator will design programs for youths and develop funding sources.

Work involves weekends and holidays and shall have a flexible schedule

**SUPERVISION RECEIVED:**

The PAL Community Services Coordinator will report to the Chief or designee.

**RESPONSIBILITIES:**

1. Managing and directing PAL.
2. Overseeing all confidential and financial records related to PAL.
3. Financial reporting, deposits, accounts payable, budgeting and fund raising.
4. Developing/managing youth sports programs.
5. Developing/ managing education classes.
6. Grant identification, writing and reporting.
7. Weekly reporting of finances and grant status.
8. Scheduling events with police and community.
9. Working with Board of Education to identify at risk youth.
10. Working with families to coordinate/offer Stratford PAL programs.
11. Public Relations and Speaking Engagements
12. Traveling to promote services and secure funding for programs.
13. Supervise of PAL volunteer personnel.

**KNOWLEDGE SKILLS AND ABILITIES**

1. Excellent knowledge of English usage, grammar and spelling.
2. Excellent ability to communicate effectively, orally and in writing.
3. Good ability to function effectively in stressful situations.
4. Ability to work efficiently and effectively.
5. Excellent computer knowledge and data input skills.
6. Excellent organizational and management skills.
7. Excellent knowledge of Town demographics and service needs.
8. Considerable ability to establish and maintain effective working relationships with superiors, associates, general public and youth.

**QUALIFICATIONS:**

College degree preferred. Grant writing and reporting experience. Public relations expertise.

**SPECIAL REQUIREMENTS:**

Must have a valid Connecticut driver's license.

Successful completion of training program.

**DATED: July 2018**