



**CITY OF SNELLVILLE
ANNOUNCES A VACANCY FOR:**

YOUTH COUNCIL COORDINATOR – PART-TIME

Starting Salary: \$19 Hour

APPLICATIONS WILL BE RECEIVED UNTIL: **July 10, 2026**

DUTIES: This position is responsible for planning, organizing, and overseeing the operations of the Snellville Youth Council (SYC). The SYC is the City's civic and leadership development program for local high school students. In addition to working the participants, this position will work closely with the Snellville Youth Council Advisory Board on planning and carrying out SYC events and monthly activities. Duties can also include facilitating monthly SYC and Advisory Board meetings including developing meeting agendas, writing the minutes, and tracking attendance; managing the annual budget including tracking all SYC expenses and coordinating the purchase of necessary program supplies and materials; and recruiting and onboarding SYC participants. Schedule will include attending evening meetings and weekend events each month.

MINIMUM REQUIREMENTS: Ability to attend evening meetings and weekend events each month. Possession of a valid State of Georgia driver's license and a satisfactory Motor Vehicle Record (MVR). Ability to lift 30 to 50 lbs. occasionally. Must be able to pass a background check, including a financial records review.

DESIRABLE QUALIFICATIONS: Bachelor's degree in Education, Political Science, Public Administration, Business Administration or related field from an accredited college or university. At least two (2) years' experience in facilitating leadership development programs for children and youth. Any equivalent combination of education and experience may be acceptable.

HIRING PROCESS: The hiring process includes a panel interview, evaluation of educational background and work experience, a criminal background check, a motor vehicle history check, and successful completion of a post-offer, pre-employment drug screening.

APPLICATIONS CAN BE FILED AT:

**City Hall
Personnel Office
2342 Oak Road
Snellville, GA 30078
or online at www.snellville.gov**

THE CITY OF SNELLVILLE IS AN EQUAL OPPORTUNITY EMPLOYER.

Date: June 11, 2026