



**CITY OF WALTHAM
MASSACHUSETTS**

119 SCHOOL STREET, WALTHAM, MASSACHUSETTS 02451
781-314-3355 FAX 781-314-3358
E-MAIL – kmurphy@city.waltham.ma.us

Kristin Murphy
Human Resources Director
Workers' Compensation Agent

Recreation Program Instructor(s)
Recreation Dept.
City of Waltham

Job responsibilities: The purpose of this position is to assist full time Recreation Supervisors with a variety of Recreation program offerings during the school calendar year. Responsibilities will vary based on program assignments including, but not limited to the following:

- General supervision of youths participating in activities
- Assisting staff with sports, art and enrichment programs
- Set-up and clean-up of activity rooms
- Assisting with preparing supplies, materials and equipment necessary to offer programs
- Providing supervision of off-site field trips and special events
- Facilitate activities
- Assist hosting Birthday party activities
- Assist with operations of "Chill Zone" teen program
- Communicating with youths, colleagues and supervisors
- Direct involvement with delivery of services to the general public
- Role modeling appropriate behavior

Qualifications: Experience working with youth. Prior experience with Waltham Recreation programs a plus. First Aid and CPR certifications held or able to obtain. Must successfully pass a Criminal Offender Records Information (CORI).

**Salary: \$16 hr. No benefits Hours: TBD Schedule to be discussed with supervisor
Deadline to apply: Open until filled**

Qualified applicants should submit a completed City of Waltham application to:

Human Resources
City of Waltham
119 School St.
Waltham, MA. 02451
Req. #2024-01
mgullotti@city.waltham.ma.us

Applicant selected must submit 3 letters of recommendation within one week of accepting any conditional offer. Letters may not be dated any older than 2 yrs. and may not be from relatives. Emails are acceptable providing they come directly for the author's email.