



**CITY OF WALTHAM
MASSACHUSETTS**

119 SCHOOL STREET, WALTHAM, MASSACHUSETTS 02451
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Kristin Murphy
Human Resources Director
Workers' Compensation Agent

Assistant Program Supervisor(s)
Recreation Dept.
City of Waltham

Position Purpose: The purpose of this position is to Supervise a variety of Recreation program offering during the 2023-2024 school calendar year, in the absence of a full time Recreation Supervisor. Including but not limited to, weekend birthday parties.

Responsibilities will vary based on program assignments including, but not limited to the following:

General supervision of program instructors and youths participating in activities.

Supervising staff with sports, arts, and enrichment programs

Set-up and clean-up of activity rooms

Assisting with preparing supplies, materials and equipment necessary to offer programs

Facilitate activities

Supervising part time staff

Oversight of all birthday party activities/operations

Ensure facilities are clean and secure

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 with youth. Must be able to successfully pass a Criminal Offenders Record Information (CORI). Prior experience working with the Recreation Dept. a plus. Certification in CPR & First Aid, or ability to obtain.

**Salary: \$20 hr. No benefits Hours: Schedule to be discussed with supervisor-Not to exceed 19 hrs. per wk.
Deadline to apply: Open until filled**

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

Human Resources

City of Waltham

119 School St.

Waltham, MA. 02451

Req. #2024-02

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