



**CITY OF WALTHAM  
MASSACHUSETTS**

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

**Chill Zone Program Assistant(s)  
Recreation Department  
City of Waltham**

**Job Responsibilities:** The purpose of this position is to oversee and instruct middle school aged youths in recreational activities, programs, special events and on field trips offered as part of “Chill Zone” programming.

- Set-up and clean up before and after all “Chill Zone” activities
- Supervises teams in various recreational activities such as; sports in the gym, roller skating/scooting, bowling, video games, music and movies, art game rooms and computer lab.
- Instruct programs for teens in the area of recreation
- Supervise off-site field trips as scheduled.
- Communicate effectively with program participants and their parents/guardians when necessary
- Report any problems to Recreation Supervisor
- Be a positive role model for all participants
- Assist with all operations in the Chill Zone office

**Qualifications:** Certification in CPR & First Aid, or ability to obtain. Prior experience working with teens/youth a plus. Must successfully pass a Criminal Offenders Records Information (CORI).

**Salary:** \$15 hr. No benefits **Hours:** Available to work the hours of 3 p.m.-9 p.m. or 11:00 p.m. on Friday evenings and 2 p.m.-8:00 p.m. on Saturdays. You must be able to commit to a minimum of 6 shifts per month, 10-16 hrs. per week. Additional hours may be available for afterschool trips/programs and school vacation activities. You must be able to commit from mid-September to mid-June. This is a temporary, part-time position. Full job description available through Human Resources.

**Deadline: Open until filled**

**Qualified candidates should submit a City of Waltham application to:  
City of Waltham/Human Resources Dept.  
119 School St./Waltham, MA. 02451  
781-314-3355/Fax 781-314-3358  
[mgullotti@city.waltham.ma.us](mailto:mgullotti@city.waltham.ma.us)  
Req. # 2022-44**