



**CITY OF WALTHAM  
MASSACHUSETTS**

119 SCHOOL STREET, WALTHAM, MASSACHUSETTS 02451  
781-314-3355 FAX 781-314-3358  
E-MAIL – [kmurphy@city.waltham.ma.us](mailto:kmurphy@city.waltham.ma.us)

Kristin Murphy  
Human Resources Director  
Workers' Compensation Agent

**Chill Zone Supervisor(s) (4)  
Recreation Department  
City of Waltham**

**Job responsibilities:** The purpose of this position is to supervise “Chill Zone” teen programming (part time) as well as part time staff in the absence of a full time Recreation Supervisor. Supervises Set-up and clean up before and after all “Chill Zone: activities. Supervise staff who oversee teens participating in various recreational activities such as; sports in the gym, roller skating/scooting, bowling, video games, music and moves, art, game rooms and computer lab. Instruct programs for teens in the area of recreation. Supervise staff and teen on occasional off-site field trips as scheduled. Communicate effectively with full time Recreation Supervisory, part time staff, program participants and their parents/guardian when necessary. Report any problems to Recreation Supervisor. Be a positive role model for all participants and staff. Assist with all operations of the Chill Zone office. Full job description available through Human Resources.

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

**Salary \$ 20 hr. Hours: Hours to be discussed with supervisor. Available for afterschool hours, nights and weekends. Availability during school vacations a plus.**

**Program ends June 30, 2023**

**This is a part-time, temporary position with no benefits**

**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  
Req. 2023-33  
[mgullotti@city.waltham.ma.us](mailto:mgullotti@city.waltham.ma.us)**