



## **TOWN OF COLCHESTER YOUTH & SOCIAL SERVICES**

### **POSITION ANNOUNCEMENT**

**JOB TITLE:** Youth Center Supervisor  
**PART-TIME:** Mondays and Wednesdays, 2pm-4pm, during the school year  
**PAY:** \$18-\$21 per hour depending on experience

#### **General Statement of Duties:**

Youth Center Supervisors are responsible for the general supervision of middle school aged youth participating in Youth Services programs.

#### **Duties include:**

- Maintain a safe and clean environment at the Youth Center.
- Provide a safe and nurturing environment.
- Promote a positive interaction among children.
- Ensure those attending Youth Center activities adhere to program rules.
- Other tasks as needed.

#### **Required Knowledge, Skills, & Abilities**

- Knowledge of behavior modification techniques
- Ability to supervise children in large groups
- Strong interpersonal skills
- Must be able to perform the essential functions of the job with or without reasonable accommodation.

#### **Education & Experience:**

- Experience working with youths in supervisory setting preferred

All applicants must submit a completed Town of Colchester Employment Application (available at [www.colchesterct.gov](http://www.colchesterct.gov)) to the Human Resources Department, 127 Norwich Avenue, Suite 203, Colchester, CT 06415 or email [hr@colchesterct.gov](mailto:hr@colchesterct.gov)

Positions are open until filled.



## JOB DESCRIPTION

Job Title: Youth Center Supervisor  
Classification: Part-time, non-exempt, hourly

Department: Youth & Social Services  
Reports to: Youth Services Director  
and Program Coordinators  
Reviewed: April, 2021

Supervises: N/A

**Non-Union**

### SUMMARY

Youth Center Supervisors are responsible for the general supervision of middle school aged youth participating in Youth Services programs.

### QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Knowledge of behavior modification techniques
- Ability to supervise children in large groups
- Strong interpersonal skills
- Must be able to perform the essential functions of the job with or without reasonable accommodation.
- Experience working with youths in supervisory setting preferred

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Maintain a safe and clean environment at the Youth Center.
- Provide a safe and nurturing environment
- Promote a positive interaction among children
- Ensure those attending Youth Center activities adhere to program rules.
- Other tasks as needed.

The above duties describe the most significant duties performed and are not to be considered a detailed description of every duty of the position. Other occasional and related duties may be assigned.

### WORK ENVIRONMENT

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following OSHA and Town of Colchester safety policies.

### WORK SCHEDULE

Mondays and Wednesdays from 2:00-4:00 PM throughout the school year.

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Employee Signature

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Date