



TOWN OF COLCHESTER YOUTH & SOCIAL SERVICES

POSITION ANNOUNCEMENT

JOB TITLE: Youth Center Supervisor
PART-TIME: Mondays and Wednesdays from 2pm-4pm, during the school year
PAY: \$15.69-\$16.80 per hour

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) to the First Selectman's office, 127 Norwich Avenue, Suite 201, Colchester, CT 06415. 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.

Employee Signature

Date