CITY OF WALTHAM
MASSACHUSETTS

119 SCHOOL STREET, WALTHAM, MASSACHUSETTS 02451
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Kristin Murphy
Director of Personnel
Workers' Compensation Agent

City of Waltham
Program Assistants for Middle School Recreation Programs
Recreation Dept.
Chill Zone

Job Responsibilities: The purpose of this position is to supervise and instruct middle school aged youths in recreational activities, programs, special events and on field trips. Independently responsible and accountable for the children entrusted to their care, inspire the children to participate in group activities. Serves as staff person during hours of operation of the teen center and may assist with program development, event planning and participation. Responsible for the set-up and clean up before and after all teen center activities. Available to work the hours of 3:00 pm-9:00 pm on Friday evenings and 12:00 pm-8:30 pm on Saturdays. Flexible work schedules may be available to be assigned bi-monthly hours. Full job description available in the Personnel Department.

Qualifications: Certification in CPR & First Aid, or ability to obtain. Any combination of education and/or experience that demonstrated the incumbent's ability to understand and participate in the work to be performed. Prior experience working with teens a plus. Must successfully pass a Criminal Offenders Record Information (CORI).

Salary: $10.00/hr. Temporary, Part-time No benefits
Hours: 3:30 pm-9:00 pm Friday evenings/12:00 pm-8:00 pm Saturday
Availability during school vacations a plus

Deadline to apply: Open until filled

Qualified candidates must submit a City of Waltham application:
City of Waltham
Personnel Department
119 School St.
Waltham, MA. 02451
Req. # 2013-32
mgullotti@city.waltham.ma.us