

TOWN OF CANTON

TITLE: Youth Activity Supervisor – Part Time

CLASS: Hourly/Non-Union

DEPARTMENT: Parks & Recreation

DATE: November 13, 2023

POSITION DESCRIPTION

The Youth Activity Supervisor oversees the operations and programming for the Teen activity center known as the “Cave”. The Youth Activity Supervisor will oversee the activities of the users of the facility and make sure that all safety standards and practices are followed. The Youth Activity Supervisor will be responsible for enforcing town and department policies while ensuring quality customer service to all teen participants.

SUPERVISION RECEIVED

Works under the direct supervision of the Recreation Coordinator, and takes direction from the Youth Service Bureau.

ESSENTIAL JOB FUNCTIONS (EXAMPLES)

- Oversee the operations of the Cave Teen Activity Center (“Cave”).
- Provides supervision at the Cave during Teen nights.
- Secures, schedules, and prepares activities for the Cave.
- Responsible for ordering supplies and equipment for the Cave.
- Ensures that a safe, welcoming environment is maintained at the Cave and the well-being of all teen participants by always providing high quality risk management.
- Maintains program statistics to monitor and evaluate the effectiveness and participation in the Cave.
- Helps recruit teens to participate in activities at the Cave.
- Reports incidents or concerns immediately to the Recreation Coordinator or emergency services if necessary.
- Assists with preparation of program budget and operates the program within budget.
- May performs additional tasks and duties as necessary and/ or requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of basic safety procedures for teen activities.
- Interpersonal and human relations skills.
- Verbal and written communication skills.
- Exceptional organizational, planning and multi-tasking skills
- Attention to detail.
- Ability to interact with diverse groups of people and individuals with disabilities.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those employees encounter while performing essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is required to work evenings and weekend hours and may be required to work additional hours beyond regularly scheduled work day as needed or as directed by Recreation Supervisor.

- **Physical Exertion:** Must be able to lift up to approximately 25 pounds and have motor coordination. Must be able to use stairs due to location of the Cave.
- **Vision:** Requirements of the job include close vision and ability to monitor large groups of participants.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening and must have the ability to communicate and have comfort level to speak in front of large groups while effectively communicating directions.

REQUIRED MINIMUM QUALIFICATIONS

The skills and knowledge required would generally be acquired with graduation from high school and one (1) year experience working with children and supervising staff in a youth environment. Must be twenty-one (21) years of age.

LICENSE OR CERTIFICATE

Must possess a valid driver's license. A current CPR/AED/First Aid certification is preferred, or ability to acquire certification within 4 months of employment.