



**POSITION AVAILABLE**  
**MANCHESTER POLICE ACTIVITIES LEAGUE (MPAL)**  
**Youth Program Supervisor (PAL Academic Success Club)**

**\$11.50/hr. Mid-October 2017 to Early June 2018**

Approx. 10 Hours per week / No Benefits / Must be flexible to work afternoon and early evening hours

**Applications must be received or post-marked by: October 13, 2017**

**SUMMARY OF POSITION:** Under direction of the Executive Director or designee, the Program Supervisor is responsible for ensuring the daily operation of the PAL Academic Success Club

**KEY ELEMENTS**

- Provides mentorship and support for students in Academics and life skills.
- Provides visual and auditory supervision of children. Works to resolve conflicts and issues of discipline and structure. Provides motivation for good decision making and best outcomes.
- Maintains accountability of and is responsible for the health and safety of all participants.
- Communicates with parents as needed, on issues of uncompleted work, behavior, and transportation as well as reporting positive outcomes. Maintains attendance.
- May lead or instruct program areas where required.
- Schedule and provides supervision, direction, motivation of volunteer tutors and interns.
- Connects with school representatives, guests, and the parents/families of the students.
- Assists with basic Administrative Tasks, including filing, emails and phone contact where necessary.
- Maintains simple records needed for program administration.
- Recruits potential youth participants and volunteers at open houses and special events,
- Occasional basic program marketing via social media, email marketing, flyer distribution.
- Performs other duties as assigned.

**DESIRABLE KNOWLEDGE AND SKILLS:**

- Previous experience working with school-aged children, experience with middle-school age preferred, in a leadership, education, or youth development position.
- Ability to maintain patience with students while setting and holding to standards and rules of good behavior, etiquette and positive decision making for improved outcomes.
- Able to function well in a noisy, busy environment that includes the comings and goings of students and their parents, police officers, visitors, and other programs.
- Experience in the supervision of volunteers and/or employees.
- Knowledge of socio-cultural issues affecting youth. Ability to act as a role model and to deal tactfully in sensitive situations.
- Ability to communicate effectively, both orally and in writing, and to establish and maintain effective working relationships with youth, their families, schools, volunteers and overall community. Ability to respond effectively to conflict.
- Ability to prepare written and /or digital records and reports. Ability to use computers, basic office software, internet, and other digital technology.

**REQUIREMENTS:** Associate's Degree or proven academic track in Education, Early Childhood Education, Social Work, and Human/Youth Services or related course work. Combination of experience and education considered in lieu of degree. Previous experience working with elementary school-aged children highly desired. Excellent English skills are essential. Bilingual in Spanish preferred. Must possess a valid Connecticut Driver's license.

**HOW TO APPLY:** Applications and posting are available at <http://www.manchesterctpal.org> Applications must be must be postmarked by Friday, Oct 13, 2017. No faxed or e-mailed resumes and/or applications will be accepted.

**Send to:**

Manchester PAL  
Attn: MPAL ASC Youth Program Supervisor  
PO BOX 191  
Manchester, CT 06045-0191

*The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process. The Manchester Police Activities League shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation.*