



# City of Chelsea Job Posting

**Position: Weekend Supervisor, Part-time**

**Dept: Chelsea Community Schools, Dept. Health & Human Services**

**Salary: \$15 - \$18 per/hour**

## **WEEKEND SUPERVISOR**

**Duties:** The Weekend Supervisor assists in the weekend operation and activities of Chelsea Community Schools housed at the Williams Building, 180 Walnut Street, Chelsea, MA. Responsibilities include: monitors assigned staff and facilities to ensure effective operations and compliance with established standards. Maintains communication and cooperative working relationships with partnering community agencies, participants, staff and instructors.

**Requirements:** Bilingual capabilities (English/Spanish) required. High School diploma required with post-secondary degree preferred. Excellent organizational skills; detailed oriented. Computer literacy skills and working effectively with community based programs.

**Saturdays 8:00 - 5:00pm and an occasional weekday after 4pm.**

Please send cover letter and resume to Human Resources Department, City of Chelsea, 500 Broadway, Chelsea, MA 02150 or email [jobs@chelseama.gov](mailto:jobs@chelseama.gov) Application will be accepted until position is filled. The City of Chelsea is an Equal Opportunity Employer.

