

UNIVERSITY OF MARYLAND
SUMMER 2024/FALL 2024/SPRING 2025
FEDERAL WORK-STUDY SUPERVISOR'S STUDENT REQUEST

(Supervisor's On-line Orientation and Supervisor Acknowledgement Checklist must also be completed) <http://www.umaryland.edu/workstudy>

TO PARTICIPATE IN THE FWS PROGRAM THERE MUST BE A SUPERVISOR AND AN ALTERNATE SUPERVISOR

Please attach a job description for this FWS position.

Could this work-site be considered as Community Service? Yes ___ No X ___

UMB Department URecFit and Wellness
(Full Name of Department)

Off-Campus Agency _____
(Full Name of Agency- For Off-Campus Positions Only)

Address SMC Campus Center 621 West Lombard Street, Baltimore, MD 21201

Telephone 410-706-5355 Fax No. 410-706-1472

Work Study Supervisor's Full Name James J Mszanski Jr

Work Study Supervisor's Title Associate Director

E-mail Address jmszanski@umaryland.edu

Alternate Supervisor's Full Name Eric Barron

Alternate Supervisor's Title Director

E-mail Address eric.barron@umaryland.edu

Job Title Youth Program Supervisor

Job Function: X Technical ___ Administrative ___ Research Lab ___ Research Clinical ___ Tutor ___ Program Admin.

Completion of this request form does not guarantee the department/agency will have a Federal Work-Study student employee. The person who signs this form must also sign the student's Job Certification Form and approve the biweekly payroll timesheets. If a student exceeds their maximum FWS award, the supervisor's department is responsible for paying 100 percent of the over award.

Return completed form to:

E-Mail: FWS@umaryland.edu

Phone: 410-706-7347

**Office of Student Employment; University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221;
Baltimore, MD 21201**

Youth Program Supervisor

Job Description

Department: URecFit and Wellness

Schedule: Temporary/Non-benefited

Shift: On-Site: 100% with some remote training throughout the year

PRIMARY DUTIES

Under the supervision and direction of the Assistant Director for Youth and Family Programs:

1. Supervise and interact with children 17 years old and under.
2. Supervise and assist with daily operations of youth and family programs.
3. Maintain and monitor for compliance of all youth and family programs rules, policies and regulations.
4. Maintains a clean and safe environment for all program participants.
5. Complete all assignments required during shifts and record participation counts.
6. Complete clerical paperwork for any programs and/or services.
7. Ensure the safety, well-being, and enjoyment of all participants.
8. Communicate with parents about daily activities.
9. Keep accurate count of youth participants at all times.
10. Enforce rules and procedures as they relate to the youth and family programs and other areas.
11. Provide first aid and emergency help and report all injuries or problems.
12. Attend all in service trainings and meetings.
13. Supervise youth program assistants
14. Assist in overall daily operations
15. Ensure the safety, well-being, and enjoyment of all youth participants.
16. Plan, implement and lead activities for participants.
17. Perform other duties as assigned

MINIMUM QUALIFICATIONS

- Excellent customer service skills
- Strong leadership skills
- Strong interpersonal communication, time management, and conflict resolution skills
- Willingness and ability to enforce policies and resolve conflicts
- Ability to work both independently and as part of a team, as necessary
- Completion of First Aid, CPR, and AED training (class provided)
- High School Diploma or GED.
- Applicants must pass a background check and fingerprint check

REQUIRED SKILLS AND ABILITIES

- Applicants will be required to pass a background check with fingerprinting.
- Ability to apply basic analytical skills; to operate manual and automated office equipment, personal computers and spreadsheet software to input data; to communicate effectively both orally and in writing; to prepare and present working papers and supporting documentation
- Outstanding communication, interpersonal, and customer service skills
- Thorough knowledge of office practices, procedures and equipment
- Working knowledge of the principles of office management and supervisor
- Ability to supervise, motivate and train assigned staff
- Ability to establish and maintain effective working relationships
- Strong leadership skills
- CPR, AED and First Aid certified or willingness to obtain

To be considered for this position, please forward your resume to: Borndavid McCraw at bmccraw@umaryland.edu

The University of Maryland, Baltimore is an Equal Opportunity/Affirmative Action Employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply.