



Juvenile Assigned Work Service Program

## **J.A.W.S. Supervisor - Job Description**

The JAWS supervisor position includes the responsibility for supervising the work of juveniles ordered by Chemung County Family Court, Chemung County Probation Department, or Chemung County Children's Integrated Services to perform community service hours for public and non-profit agencies, in such areas as building and ground cleaning and maintenance. This work shall be performed in accordance with established policy. Salary for this position is \$19.00/hr. Hours are on Saturdays from 7:30am-3:45pm (supervisors don't work every weekend, but must be available to do so).

All J.A.W.S. Program Supervisors work under the direct supervision of the J.A.W.S. Program Coordinator.

### **Responsibilities**

- Plans methods for accomplishing work projects
- Assigns individuals to specific tasks regarding completion of work projects
- Secures work supplies and tools as provided by the Chemung County Youth Bureau and/or participating agency, municipality, or organization
- Supervises and instructs program participants in proper completion of work per the direction of the Program Coordinator, participating agencies, municipalities, and organizations
- Assures work quality and completion
- Ensures the safety of all participants
- Provides transportation of all participants to and from all designated work sites

### **Required Skills**

- Up-to-date certification in CPR and Standard First Aid
- Valid NYS Driver's License
- Ability to plan and supervise the work of at-risk juveniles
- Ability to motivate program participants
- Good judgment and resourcefulness
- Able to meet physical demands of the position

### **Acceptable Training and Experience**

- Graduation from a regionally accredited or New York State two (2) year college with an Associate's Degree or sixty (60) semester credit hours in Social Science, Education, Human Services, Criminal Justice or a related field and two (2) years of experience in a youth serving agency involving supervision and coordination of youth services **or** an equivalent combination of training and experience.

\*Applications are available at the Chemung County Youth Bureau or at: [Chemungyouth.com](http://Chemungyouth.com)!

**\*Applications can be forwarded to: Chemung County Youth Bureau**  
599 Harris Hill Road  
Elmira, NY 14903

For more information, please contact the Chemung County Youth Bureau at 737-2907