

# Preble County Common Pleas Court Juvenile and Probate Divisions

Jenifer K. Overmyer  
Judge

101 East Main Street  
2<sup>nd</sup> Floor Courthouse  
Eaton, OH 45320

Tel: (937) 456- 8136  
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## **NOTICE OF VACANCY: COMMUNITY SERVICE SUPERVISOR (PART TIME)**

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**Notice Issued:** July 24, 2024

**Posting Period:** August 9, 2024

Job Title: Community Service Supervisor	Reports to: Chief Probation Officer and Court Administrator
Department: Juvenile Probation	Civil Service Status: Unclassified
Hours: 8 Hours per week	Employment Status: Part-time
	Salary Range: \$15.00/hour

### **JOB DESCRIPTION:**

Community service allows juvenile offenders the opportunity to learn accountability and responsibility for their behavior while giving back to their community. Preble County Juvenile Court's Give Back Program provides youth who have been court ordered or directed to complete community service hours with a supervised way to do so. Youth who have been ordered to pay restitution may also earn part of their costs to repay the victims of their actions. The Community Service Supervisor coordinates community service work sites, supervises youth while they perform work as directed, and reports on the youth's success to the probation officer and/or the Court.

### **ESSENTIAL RESPONSIBILITIES:**

- Coordinates with community agencies, food banks, parks, etc., to establish work sites and schedules.
- Supervise a maximum of 5 youth at any time.
- Maintain strict records of youth's attendance and hours worked.
- Work collaboratively with probation staff, families, and the Court.
- Work evening/weekend hours

### **PREFERRED QUALIFICATIONS:**

- Valid Ohio Driver's License, car insurance, and availability of personal vehicle.
- Ability to pass a background check.
- Previous experience working with youth preferable.

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## **BENEFITS:**

- Sick leave
- OPERS retirement
- Medicare
- Worker's Compensation

Interested candidates may submit a resume and cover letter to Kassie Proffitt, Court Administrator, Preble County Juvenile Court, 101 E. Main Street, Eaton, OH 45320. Resume and cover letter may also be submitted via fax at (937) 456-5803.

AN EQUAL OPPORTUNITY EMPLOYER