



TOWN of TOLLAND/ 21 tolland green, tolland connecticut 06084

TOWN OF TOLLAND

Director of After School Program

Starting pay \$15.00

The Tolland Recreation Department is now accepting applications for the position of Director within our After School Program. The Director of the program provides quality care for children in grades 3-8 after-school (end of school day until 6:00 p.m.).

The Director is responsible for planning, organizing and overseeing all daily operations of the After School Program site, supported by Counselors. The Director will manage the overall safety and well-being of all program participants while supervising daily activities including homework time, snack and indoor/outdoor recreation activities. Other responsibilities include supervising the Counselors, building positive relationships with parents/guardians, overseeing conflict mediation and implementing disciplinary procedures, collecting payments from families, and ensuring proper sign-in/out of all program participants.

This is a part-time position averaging 20 hours per week. Qualified candidates will have experience with and enthusiasm for working with children, strong leadership and communication skills, creativity for games, arts & crafts and other recreation activities and the ability to consistently implement all program policies and procedures at their site. All program staff will be required to become CPR/First Aid Certified if they are not currently certified. Applications will be accepted until the position is filled.

Reports to: Director of Recreation

Salary: Starting at \$15.00 per hour

Dates of Service: Immediately – Mid-June 2017 (Tolland School Year)