



RECREATION DEPARTMENT

TOWN OF TOLLAND

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TOWN OF TOLLAND

Director of the After School Program

Starting pay \$16.00

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 pm). Applications are available in the Town Manager's Office, Hicks Memorial Municipal Center, 21 Tolland Green, Tolland, CT 06084 or at www.tolland.org under Help Center. Applications should be sent to 21 Tolland Green, Tolland, CT 06084, attention Michael Wilkinson.

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 \$16.00 per hour
Dates of Service:	Late August 2020 - Mid-June 2021 (Tolland School Year)

This institution is an AA/Equal Opportunity Employer