

**CITY OF NEW LONDON
CONNECTICUT**

**RECRUITING ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER**

Recreation Department

Position: Before and After Care Leader (Before 6:45 AM to 8:45 AM and After 2:15 PM to 5:00 PM)

*The time varies depending on school dismissal times in New London.

Salary: \$18.25 to \$19.82 per hour

We are looking to recruit for 15 additional positions in September 2026.

GENERAL DESCRIPTION OF DUTIES:

The Before and After Care Leader is responsible for the general supervision and management of before and/or aftercare participants within the school. This includes enforcing rules and maintaining a safe environment, planning and supervising activities, creating a fun atmosphere, and assisting in administrative duties. Safety is our number one priority.

MINIMUM QUALIFICATIONS:

Must be a minimum of 16 years of age.

SPECIAL QUALIFICATIONS:

Certified or ability to be certified in CPR, AED, and First Aid.

How to Obtain Information:

Apply to the Personnel Office, 13 Masonic Street, New London, CT 06320 or online at jobs@newlondonct.gov Please call the Recreation Department at 860-447-5230 with any questions. No employment benefits will be offered for this positions.

Examination*:

Department Interview Background Investigation

(Weighted 100%) (Pass/Fail)

* *Each* portion of the examination process *must* receive a passing score of 70% or more in order to proceed to the next phase of the examination process.

** The City reserves the right to move only a select number of applicants forward to the Department Interview.

Closing date is August 31, 2026, at 3:00 p.m., EOE MFH

FLSA: non-exempt
Wage Scale: Part time
Location: Recreation
Hours: Part-time, Varied

BEFORE AND AFTER CARE LEADER

GENERAL STATEMENT OF DUTIES:

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Reports to and under the direction of the Program Manager.

EXAMPLES OF WORK (ILLUSTRATIVE):

- Supervise program attendees' participation in activities ensuring that such activities are fun and safe.
- Enforce department rules and policies for the benefit of all participants.
- Provide superior customer service by treating all program participants, including staff, and participant family members, with respect and dignity. Participant satisfaction is a priority.
- Maintain a professional demeanor and attitude at all times.
- Document inappropriate behavior and incidents of participants and turn into Supervisor.
- Attend scheduled staff meetings and training to learn new techniques, program/policy changes and discuss important issues pertaining to programs.
- In case of emergency, take appropriate action, which includes calling 911 and contacting supervisor and school immediately.
- Adhere to the employee manual and school EAP to promote consistency in the delivery of program services.
- Perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Skill in understanding and ensuring that written and oral instructions are carried out.

Skill in understanding the needs of children coupled with knowledge of their physical, mental and emotional limitations.

Ability to work with employees and participants of varying ages and backgrounds, utilizing sound judgment and decision making.

Ability to maintain strict confidentiality as needed and in accordance with federal and state law, particularly in understanding and disseminating highly confidential medical information.

Ability to maintain composure and effective decision-making abilities at all times and to handle emergency situations competently.

Ability to establish effective working relationships with superiors, subordinates, and program participants and to deal with issues using sound judgment, courtesy and tact.

Ability to meet the physical field demands of the position including occasional heavy lifting, working indoors and/or outdoors, working in the rain, moderate walking, and sitting.

Ability to wear staff shirt, sneakers and/or appropriate safety footwear during all recreational activities.

SPECIAL QUALIFICATIONS:

Certified or ability to be certified in CPR, First Aid and AED.
Minimum 16 years old.

Revised 11/6/2023