

**CITY OF NEW LONDON, CONNECTICUT  
RECRUITING ANNOUNCEMENT  
AN EQUAL OPPORTUNITY EMPLOYER**

**Position title:**                    **Recreation Department, multiple positions:**

Program Leaders (30)	Program Managers (3)	Playground Program Director (2)	Assistant Site Supervisors (3)
Site Supervisors (6)	Adaptive Leaders (4)		

**Salary:**                            **\$16.35 - \$25.66/hr.** Depending on position see below.

**General Description of Job:**

- Program Leaders: \$16.35-\$17.80/hr. Dependable, motivated, mature individuals needed to supervise and run activities, enforce rules and maintain a safe environment. Must be 15 years old at a minimum.
- Program Manager: \$21.16-\$23.05/hr. Responsible for the assignment, supervision and evaluation of all employees providing a specific program. Ensures that all employees are performing in accordance with their job descriptions and adhering to the departmental procedures and policies outlined in the employee manual. Must be 18 years old at a minimum.
- Playground Program Director: \$25.66-\$27.97/hr. Responsible for the overall management of the Recreation Department summer playground program.
- Assistant Site Supervisor: \$17.66-\$19.23/hr. Responsible for the overall supervision and management of a program site, its staff and its participants.
- Site Supervisor: \$18.35-\$19.98/hr. Responsible, dependable, organized individuals sought to supervise youth and staff at a Summer Playground Program. Must be 18 years old at a minimum. Prior experience supervising youth will be given preference.
- Adaptive Leader: \$16.66-\$18.14/hr. Responsible for the general supervision and management of participants needing special services, usually in a 1:1 capacity.

All positions are available on a seasonal basis and will have limited hours available. Please call the Recreation Department at 860-447-5230 with any questions.

**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.

**Employment Benefits:** None offered for seasonal positions.

**How to Obtain Information:**

For a (*required*) application, apply to the Personnel Office, 13 Masonic Street, New London, CT 06320 or email completed application to [Jobs@newlondonct.org](mailto:Jobs@newlondonct.org), EOE MFH

**Positions Close on March 31, 2025**

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

## **PROGRAM LEADER**

### **GENERAL STATEMENT OF DUTIES:**

The Program Leader is responsible for the general supervision and management of participants. 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.

Reports to and under the direction of the Site Supervisor, Assistant Site Supervisor, Aquatics Director or Assistant Aquatics Director.

### **EXAMPLES OF WORK (ILLUSTATIVE):**

- 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 immediately.
- Adhere to the employee manual to promote consistency in the delivery of program services.
- Be in the water during swim lessons or other water activity.
- 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 water, working in the rain, moderate walking, and sitting.

Ability to wear staff shirt, sneakers and/or appropriate safety footwear during all recreational activities.  
Ability to wear a one-piece swimsuit for water activities.

**SPECIAL QUALIFICATIONS:**

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

Minimum 15 years old.

Revised 11/3/2023

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

## **PROGRAM MANAGER**

### **GENERAL STATEMENT OF DUTIES:**

The position of Program Manager is responsible for the overall management of a Recreation Department program, including staff supervision, training and evaluation; program planning and implementation; budget control; and program quality assurance.

Reports to and works under the general supervision of the Recreation Supervisor, Recreation and Aquatics Leader, or Assistant Director of Recreation.

### **EXAMPLES OF WORK (ILLUSTRATIVE):**

The Program Manager is responsible for the supervision and evaluation of all employees providing a specific program, to ensure that all employees are performing in accordance with their job descriptions and adhering to the departmental procedures and policies outlined in the employee manual.

- Plans and conducts weekly staff meetings, providing training to improve staff performance as well as to ensure consistency and quality customer service.
- Continually inspects and evaluates staff performance to ensure quality programs and service. Provides assistance to program staff as needed, including serving as a role model and demonstrating appropriate work habits.
- Primarily responsible for generating lesson plans for each program day for staff to follow.
- Responsible for age appropriate age groups, assignment of personnel to groups, training staff on group procedures, and ensuring all equipment, supplies, and documentation is brought when offsite.
- Assists in determining need and provision as well as managing special arrangements for guest speakers, presentations, and group activities in order to offer a variety of programming to patrons.
- Assists with arranging field trips, ensuring the adequate supervision of participants, appropriate time tables and transportation in order to provide a well-organized, safe and positive trip experience.
- Assists with managing required transportation arrangements, taking into consideration participant ages and the number needing such a service.
- Manages some administrative tasks related to program provision, including maintaining highly confidential medical information related to instructors and participants.
- Performs related duties as assigned.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Working knowledge of the principles of providing municipal recreation programs and activities.

Ability to utilize initiative to administer program activities, to competently supervise subordinate employees and to provide instruction as needed.

Ability to work with employees and participants of varying ages and backgrounds, utilizing sound judgment in 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 establish effective working relationships with superiors, subordinates, and program participants and to deal with issues using sound judgment, courtesy and tact.

Ability to operate a motor vehicle in the State of CT and to handle driving as needed.

Ability to meet the physical office and field demands of the position including occasional heavy lifting, working indoors and/or outdoors, moderate walking, sitting and driving. Ability to wear sneakers during all recreational activities.

**MINIMUM QUALIFICATIONS:**

High School degree and one (1) year of experience or three years of experience in a leadership role overseeing the provision of recreational or similar programs to a population that includes children and supervisory experience. Must be 18 years or old

**SPECIAL QUALIFICATIONS:**

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

Revised: 11/1/23

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

## **PLAYGROUND PROGRAM DIRECTOR**

### **GENERAL STATEMENT OF DUTIES:**

The position of Playground Program Director is responsible for the overall management of the Recreation Department summer playground program, including staff supervision, training and evaluation; program planning and implementation; budget control; and program quality assurance.

Reports to and works under the general supervision of the Assistant Director of Recreation.

### **EXAMPLES OF WORK (ILLUSTRATIVE):**

The Playground Program Director is responsible for the supervision and evaluation of all employees providing a specific program, to ensure that all employees are performing in accordance with their job descriptions and adhering to the departmental procedures and policies outlined in the employee manual.

- Plans weekly program themes, daily lesson plans, field trips, etc. for the summer playground sites.
- Coordinates weekly swim lessons, tennis lessons, enrichment activities, NESS partnership activities, etc. for all playground sites.
- Plans and conducts weekly staff meetings, providing training to improve staff performance as well as to ensure consistency and quality customer service.
- Continually inspects and evaluates staff performance to ensure quality programs and service. Provides assistance to program staff as needed, including serving as a role model and demonstrating appropriate work habits.
- Primarily responsible for generating detailed lesson plans for each program day for staff to follow.
- Responsible for age-appropriate age groups, assignment of personnel to groups, training staff on group procedures, and ensuring all equipment, supplies, and documentation is brought when offsite.
- Assists in determining need and provision as well as managing special arrangements for guest speakers, presentations, and group activities in order to offer a variety of programming to patrons.
- Assists with arranging field trips, ensuring the adequate supervision of participants, appropriate time tables and transportation in order to provide a well-organized, safe and positive trip experience.
- Assists with managing required transportation arrangements, taking into consideration participant ages and the number needing such a service.
- Manages some administrative tasks related to program provision, including maintaining highly confidential medical information related to instructors and participants.
- Assists with managing incident and accident reports, including assisting with communication with parents when a participant is suspended.
- Performs related duties as assigned.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Working knowledge of the principles of providing municipal recreation programs and activities.

Ability to utilize initiative to administer program activities, to competently supervise subordinate employees and to provide instruction as needed.

Ability to work with employees and participants of varying ages and backgrounds, utilizing sound judgment in 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 establish effective working relationships with superiors, subordinates, and program participants and to deal with issues using sound judgment, courtesy and tact.

Ability to operate a motor vehicle in the State of CT and to handle driving as needed.

Ability to meet the physical office and field demands of the position including occasional heavy lifting, working indoors and/or outdoors, moderate walking, sitting and driving. Ability to wear sneakers during all recreational activities.

**MINIMUM QUALIFICATIONS:**

High School degree and two (2) years of experience or four years of experience in a leadership role overseeing the provision of recreational or similar programs to a diverse population that includes children and supervisory experience. Must be 18 years or older.

**SPECIAL QUALIFICATIONS:**

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

Revised: 11/6/23

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

## **ASSISTANT SITE SUPERVISOR**

### **GENERAL STATEMENT OF DUTIES:**

The Assistant Site Supervisor is jointly responsible for the overall supervision and management of a program site, its staff and its participants. This includes assisting with planning and organizing activities, monitoring staff performance, enforcing rules and maintaining a safe environment as well as assisting with managing administrative duties.

Reports to and works under the supervision of a Site Supervisor.

### **EXAMPLES OF WORK (ILLUSTRATIVE):**

The Assistant Site Supervisor implements daily activities to provide organization and structure to the program.

- Directly supervises program staff, working with Site Supervisor to ensure that Program Leaders are conducting activities that are enjoyable and safe for program participants.
- Enforces department rules and policies for the benefit of all participants.
- Provides superior customer service by treating all program participants, including staff, and participant family members with respect and dignity. Ensures that participant satisfaction is a priority of all subordinates.
- Manages parent complaints and concerns in a professional, empathetic manner reinforcing the department's commitment to customer service.
- Coordinates with the Site Supervisor the daily inventory of program supplies, inspecting for shortages or damages, reporting results to the Program Manager for replenishment or repair.
- Coordinates and oversees the inspection of site areas including bathrooms, parking lots, fields and other areas for hazardous conditions, cleanliness, or suspicious activities.
- Maintains a professional demeanor and attitude at all times, demonstrating appropriate work ethic and the importance of customer service.
- Attends scheduled staff meetings and training to learn new supervisory techniques, program/policy changes and to discuss important issues pertaining to programs.
- Maintains accurate records of attendance as well as of any emergencies and behavioral issues for all participants, for follow up and documentation. Provides written reports of accidents or incidents within 24 hours to the Program Manager, to ensure timely follow up.
- In the event of an emergency, takes appropriate action, calls 911 and contacts the Program Manager immediately.
- Assists Site Supervisor as needed and performs other duties as assigned.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Working knowledge of and experience in providing municipal recreation programs and activities.

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 competently supervise subordinate employees and to provide effective instructions.

Ability to provide sound, positive leadership and stability, ensuring program continuity and success.



Ability to work with employees and participants of varying ages and backgrounds, utilizing sound judgment and mature 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 operate a motor vehicle in the State of CT and to handle extensive driving as needed.

Ability to meet the physical field demands of the position including occasional heavy lifting and driving, working indoors and/or outdoors, moderate walking, sitting. Ability to wear sneakers and/or appropriate safety footwear during all recreational activities.

**MINIMUM QUALIFICATIONS:**

High School degree and one (1) year of experience or three years of experience in a leadership role overseeing the provision of recreational or similar programs to a population that includes children and supervisory experience. Minimum age of 16 years old.

**SPECIAL QUALIFICATIONS:**

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

Revised: 10/31/23

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

## **SITE SUPERVISOR**

### **GENERAL STATEMENT OF DUTIES:**

The Site Supervisor is responsible for the overall supervision and management of a program site, its staff and its participants. This includes planning and organizing activities, monitoring staff performance, enforcing rules and maintaining a safe environment as well as managing administrative duties.

Reports to and works under the supervision of a Program Manager.

### **EXAMPLES OF WORK (ILLUSTRATIVE):**

The Site Supervisor plans and implements daily activities to provide organization and structure to the program, scheduling staff in accordance with program attendance, including consideration for days off and lunch breaks.

- Directly supervises program staff, working with Assistant Site Supervisors to ensure that Program Leaders are conducting activities that are enjoyable and safe for program participants.
- Enforces department rules and policies for the benefit of all participants.
- Provides superior customer service by treating all program participants, including staff, and participant family members with respect and dignity. Ensures that participant satisfaction is a priority of all subordinates.
- Manages parent complaints and concerns in a professional, empathetic manner reinforcing the department's commitment to customer service.
- Coordinates the daily inventory of program supplies, inspecting for shortages or damages, reporting results to the Program Manager for replenishment or repair.
- Coordinates and oversees the inspection of site areas including bathrooms, parking lots, fields and other areas for hazardous conditions, cleanliness, or suspicious activities.
- Maintains a professional demeanor and attitude at all times, demonstrating appropriate work ethic and the importance of customer service.
- Attends and assists with conducting scheduled staff meetings and training to learn new supervisory techniques, program/policy changes and to discuss important issues pertaining to programs.
- Maintains accurate records of attendance as well as of any emergencies and behavioral issues for all participants, for follow up and documentation. Provides written reports of accidents or incidents within 24 hours to the Program Manager, to ensure timely follow up.
- In the event of an emergency, takes appropriate action, calls 911 and contacts the Program Manager immediately.
- Assists Program Manager as needed and performs other duties as assigned.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Working knowledge of and experience in providing municipal recreation programs and activities.

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 competently supervise subordinate employees and to provide effective instructions.

Ability to provide sound, positive leadership and stability, ensuring program continuity and success.

Ability to work with employees and participants of varying ages and backgrounds, utilizing sound judgment and mature 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 operate a motor vehicle in the State of CT and to handle extensive driving as needed.

Ability to meet the physical field demands of the position including occasional heavy lifting and driving, working indoors and/or outdoors, moderate walking, sitting. Ability to wear sneakers and/or appropriate safety footwear during all recreational activities.

**MINIMUM QUALIFICATIONS:**

High School degree and one (1) year of experience or three years of experience in a leadership role overseeing the provision of recreational or similar programs to a population that includes children and supervisory experience. Minimum age 18 years old.

**SPECIAL QUALIFICATIONS:**

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

Revised: 11/23

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

## **ADAPTIVE LEADER**

### **GENERAL STATEMENT OF DUTIES:**

The Adaptive Leader is responsible for the general supervision and management of participants needing special services, usually in a 1:1 capacity. This includes enforcing rules, maintaining a safe environment, supervising activities, and creating a fun atmosphere. Safety is our number one priority.

Reports to and under the direction of the Site Supervisor, Assistant Site Supervisor, Aquatics Director, or Assistant Aquatics Director.

### **EXAMPLES OF WORK (ILLUSTRATIVE):**

- Supervise special need 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 immediately.
- Adhere to the employee manual to promote consistency in the delivery of program services.
- Be in the water during swim lessons or other water activity.
- 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 various needs of children with special needs 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 water, working in the rain, moderate walking, and sitting.

Ability to wear staff shirt, sneakers and/or appropriate safety footwear during all recreational activities.  
Ability to wear a one-piece swimsuit for water activities.

**SPECIAL QUALIFICATIONS:**

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

Revised 11/3/2023