

City Of Torrington

Torrington Parks and Recreation
153 South Main Street
Torrington, CT 06790



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TORRINGTON PARKS AND RECREATION DEPARTMENT PLAYGROUND COORDINATOR

GENERAL STATEMENT OF DUTIES: Under general supervision of the Superintendent of Parks and Recreation, performs responsible work in planning, implementing, supervising, and evaluating a comprehensive summer playground program for youth 4 years old through students entering 8th grade. The Coordinator is responsible for the day to day operations of the summer playground program.

SUPERVISION RECEIVED: Directly responsible to the Superintendent of Parks & Recreation.

JOB DESCRIPTION:

- A. Plan, implement, supervise, and evaluate all aspects of summer playground program.
- B. Assigns work schedules and supervises and evaluates staff.
- C. Communicates with parents and participants and resolves conflicts as they arise.
- D. Administers disciplinary action as necessary with staff and participants.
- E. Maintains accountability of all participants and is responsible for their health and safety.
- F. Schedules all program activities, trips, events, etc.
- G. Secures and accounts for any funds received for the program and delivers them to the Senior Secretary.
- H. Prepares reports, forms, policies and procedures for summer playground program.
- I. Provides Superintendent of Parks and Recreation with routine program updates.
- J. Works with Senior Secretary on all financial aspects of the program and reports information to the Superintendent of Parks and Recreation.
- K. Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- A. Knowledge of a variety of leisure skills such as arts and crafts, music, drama, physical fitness, nature, team and individual sports.
- B. Ability to deal effectively with parents, participants, and other town employees.
- C. Strong leadership and administrative skills.
- D. Ability to motivate staff and participants.

QUALIFICATIONS:

- A. Minimum age is 18.
- B. A valid CT Driver's License.
- C. Prior experience with a recreation program, child care program, or education.
- D. 2-3 years' experience working with children in a supervisory role.
- E. Prior experience supervising employees.
- F. Certification in First Aid, CPR, and AED (training provided if needed.)

AA/EOE