

City Of Torrington

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



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TORRINGTON PARKS AND RECREATION DEPARTMENT ASSISTANT PLAYGROUND COORDINATOR

GENERAL STATEMENT OF DUTIES: Assists the Playground Coordinator with planning, implementing, supervising, and evaluating a comprehensive summer playground program for youth 4 years old through students entering 8th grade. The Assistant Coordinator is responsible for assisting with the day to day operations of the summer playground program.

SUPERVISION RECEIVED: Directly responsible to the Playground Coordinator.

JOB DESCRIPTION:

- A. Plan, implement, supervise, and evaluate all aspects of summer playground program.
- B. Assists with assigning work schedules and supervising, and evaluating staff.
- C. Communicates with parents and participants and resolves conflicts as they arise.
- D. Administers disciplinary action as necessary with staff and participants, in the absence of the Coordinator.
- E. Maintains accountability of all participants and is responsible for their health and safety.
- F. May assist coordinator with scheduling program activities, trips, events, etc.
- G. Secures and accounts for any funds received for the program and delivers them to the Senior Secretary, in the absence of the Coordinator.
- H. Assists with preparing reports, forms, policies and procedures for summer playground program.
- I. May teach or lead group programs.
- J. 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. 1-2 years' experience working with children in a leadership role.
- E. Prior experience supervising employees preferred.
- F. Certification in First Aid, CPR, and AED (training provided if needed.)

AA/EOE