

# City Of Torrington

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



Tel: (860) 489-2274  
Fax: (860) 489-2588  
[www.torringtonct.org](http://www.torringtonct.org)

## **TORRINGTON PARKS AND RECREATION DEPARTMENT ACTION & ADVENTURE 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 Action & Adventure Summer Program for youth 5 years old through students entering 8<sup>th</sup> grade. The Coordinator is responsible for the day to day operations of the Action & Adventure Summer Program.

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

### **JOB DESCRIPTION:**

- A. Plan, implement, supervise, and evaluate all aspects of the Action & Adventure Summer 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 and communicates any action taken with the Superintendent of Parks & Recreation.
- 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 city 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

# City Of Torrington

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



Tel: (860) 489-2274  
Fax: (860) 489-2588  
[www.torringtonct.org](http://www.torringtonct.org)

## **TORRINGTON PARKS AND RECREATION DEPARTMENT ACTION & ADVENTURE ASSISTANT COORDINATOR**

**GENERAL STATEMENT OF DUTIES:** Assists the Action & Adventure Program Coordinator with planning, implementing, supervising, and evaluating a comprehensive Action & Adventure Summer Program for youth 5 years old through students entering 8<sup>th</sup> grade. The Assistant Coordinator is responsible for assisting with the day to day operations of the Action & Adventure Summer Program.

**SUPERVISION RECEIVED:** Directly responsible to the Action & Adventure Coordinator.

### **JOB DESCRIPTION:**

- A. Plan, implement, supervise, and evaluate all aspects of Action & Adventure Summer 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 and communicates any action taken with the Superintendent of Parks & Recreation.
- 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 Action & Adventure Summer 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 city 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

# City Of Torrington

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



Tel: (860) 489-2274  
Fax: (860) 489-2588  
[www.torringtonct.org](http://www.torringtonct.org)

## **TORRINGTON PARKS AND RECREATION DEPARTMENT ACTION & ADVENTURE LEAD COUNSELOR**

**GENERAL STATEMENT OF DUTIES:** Under general supervision of the Action & Adventure Coordinator and Assistant Action & Adventure Coordinator, assists in administering and leading a comprehensive Action & Adventure Summer Program for youth 5 years old through students entering 8<sup>th</sup> grade.

**SUPERVISION RECEIVED:** Directly responsible to the Action & Adventure Coordinator and Assistant Action & Adventure Coordinator.

### **JOB DESCRIPTION:**

- A. Organize and leads staff in executing a variety of daily activities in sports, arts and crafts, enrichment and more.
- B. Communicates with parents and participants and resolves conflicts as they arise.
- C. Maintains accountability of all participants and is responsible for their health and safety.
- D. Maintains daily records including; attendance, registration forms, accident reports, incident reports, etc.
- E. Enforces all rules and regulations.
- F. Communicates with participants and parents – daily updates, schedules, etc.
- G. Ensure quality customer service through positive interactions with participants, staff, guardians, and the public.
- H. May teach or lead group programs.
- I. 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 city employees.
- C. 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. Certification in First Aid, CPR, and AED (training provided if needed.)

AA/EOE

# City Of Torrington

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



Tel: (860) 489-2274  
Fax: (860) 489-2588  
[www.torringtonct.org](http://www.torringtonct.org)

## **TORRINGTON PARKS AND RECREATION DEPARTMENT ACTION & ADVENTURE COUNSELOR**

**GENERAL STATEMENT OF DUTIES:** Under general supervision of the Lead Counselor, responsible for planning, implementing, and supervising all activities within assigned group. Maintain safety standards and practices and adherence to all program policies at all times.

**SUPERVISION RECEIVED:** Directly responsible to the Lead Counselor, Assistant Coordinator, and Coordinator.

### **JOB DESCRIPTION:**

- A. Assists Lead Counselor as needed with administering daily tasks.
- B. Executes a variety of daily activities in sports, arts and crafts, enrichment and more.
- C. Maintains accountability of all participants and is responsible for their health and safety.
- D. Responds appropriately to all emergencies and reports all incidents to the appropriate supervisor.
- E. Ensure quality customer service through positive interactions with participants, staff, guardians, and the public.
- F. May teach or lead group programs.
- G. 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 city employees.
- C. 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. Certification in First Aid, CPR, and AED (training provided if needed.)

AA/EOE