



Town of Suffield Job Posting

(3) Positions Available: Temporary Enrichment Program Staff Post Date: September 25, 2020

Suffield Parks and Recreation and Suffield Youth Services are now offering a creative program called Suffield Parks and Recreation Enrichment Program for children in grades K-6, to assist families as we all navigate life with COVID-19 restrictions. The purpose of S-PREP is provide a quality and enriching environment for children while they are distance learning during this modified school year, as well as child care during work hours.

The Town of Suffield is seeking Temporary Enrichment Program Staff members to assist the Suffield Parks and Recreation Enrichment Program in providing virtual and in person educational lessons and assignments. This position serves the residents of Suffield in a positive, customer-oriented manner that helps promote a positive, professional image for the Town government.

Supervision Received:

Works under the general direction of the Director of Parks and Recreation.

Supervision Exercised:

Children attending program.

Essential Duties and Responsibilities:

1. Greet students upon arrival;
2. Set up technology for virtual learning;
3. Assist students with virtual class and in person lessons and assignments;
4. Lunch duty;
5. Assist in special programs such as gym class, walks, etc.;
6. Communicate with classroom teachers and parents.

Other Job Functions:

1. Perform other related work as assigned.

Knowledge, Skills and Abilities:

1. Experience working with children ages 4-12;
2. Knowledge of virtual learning platforms Seesaw, Google Classroom, or similar.

Minimum Qualifications:

1. Bachelor's Degree in related field preferred;
2. Suitable experience may be substituted for education attainment if deemed appropriate by the First Selectman.

Special Requirements:

1. Valid, active Motor Vehicle Operator's license preferred;
2. Must submit to pre-employment background check and drug test.

Tools and Equipment Used:

Prior experience and familiarity with virtual learning platforms, Seesaw and Google Classroom preferred. This job operates in a professional office environment with occasional related fieldwork. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

Physical Demands:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand, walk, use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl and taste or smell.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

This job operates in a professional educational environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, printers and fax machines. The noise level in the work environment varies from quiet to noisy.

General Guidelines:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

Travel:

None.

EEOC Statement:

It is the policy of the Town of Suffield to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Suffield will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.

Hours:

Seeking to fill one position to work 31.25 hours per week, 5 days a week, in addition to two positions to work 18.75 hours week 1 and 12.5 hours week 2. Those alternate every other week depending on the cohort. The Suffield Parks and Recreation Enrichment Program is open Monday – Friday from 8:15am to 3:15pm. Schedules to be determined by Director of Parks and Recreation.

Scheduled along with the learning cohorts and alternate every week:

Cohort A: Week #1 is Thursday and Friday. Week #2 is Wednesday, Thursday, Friday.

Cohort B: Week #1 is Monday, Tuesday, Wednesday. Week #2 is Monday and Tuesday.

Compensation and Benefits:

\$17.00 per hour. This position is considered casual employment and not eligible for benefits.

How to Apply:

Applications can be found on the town web page at www.suffieldct.gov under town departments/Human Resources. To apply, please submit an application and resume to sjendrysik@suffieldct.gov by closing date of this posting.

The Town of Suffield is an equal opportunity employer m/f/d/v.

The above posting is intended as a guide and is not a complete description of the position or process