NOW HIRING
AFTER SCHOOL PROGRAM STAFF

Why work for the After School Program?

- Discover your passion
- Build your resume
- Make a positive impact on the community
- Develop leadership skills
- Supportive team environment
- Consistent work schedule
- Do work that matters

See back for more info on how to apply!

JOIN OUR TEAM, APPLY TODAY!

www.nbparksnrec.org
860-826-3360
After School Program run September 2022 - May 2023

The Every Kid Counts After School Program serves students in grades 3-5 at all ten New Britain Elementary Schools. Staff work between the hours of 3:00pm to 6:30pm.

The Exercise the Right Choice After School Program serves students in grades 6-8 at Pulaski and Slade Middle School. Staff work between the hours of 2:30pm to 6:30pm.

After School Program Responsibilities and Job Positions

**Daily responsibilities** include group management, planning and leading recreation and enrichment activities, homework assistance, and building meaningful relationships.

**Site Supervisor**
Responsible for overall direction, organization and supervision of staff and participants. Manages program operations and provides a friendly, safe and welcoming environment. **Desirable Minimum Qualifications:** high school diploma or equivalent, experience working with children, experience leading a team, ability to communicate, prioritize and manage time efficiently.

**Wellness Manager**
Performs safety and wellness checks throughout the day; uses positive behavior management to support staff and participants. **Desirable Minimum Qualifications:** high school diploma or equivalent, experience working with children, experience with social-emotional and behavioral wellness, ability to communicate, prioritize and manage time efficiently.

**Group Leader**
Responsible for leading a group of participants in high quality enriching activities. Supervises participants and ensures their safety and general well-being. **Desirable Minimum Qualifications:** Experience working with children, ability to serve as a positive role model, high level of responsibility and accountability.

How to apply:

**Step 1** - Complete application and supplemental questions in blue or black ink.
**Step 2** - Submit completed application, supplemental questions and one letter of recommendation to the recreation office* in person or by mail. (Current employees do not need to include a letter of recommendation.)
**Step 3** - Receive a receipt of acknowledgement
**Step 4** - Qualified applicants will be contacted to schedule an interview. Be sure to provide a valid phone number and/or non-school issued email address.

**Please note:** Only completed applications will be reviewed.

*Recreation office is located in City Hall, 27 West Main Street, Room 302 and hours of operation are Monday-Friday, 8:15am - 3:45pm

After school programs begin in September. Applications will be reviewed as they are received. Get your application in early! (Applications will be accepted throughout the year.) Staff availability Monday - Friday between 2:30pm - 6:30pm is preferred.

JOIN OUR TEAM, APPLY TODAY! www.nbparksnrec.org 860-826-3360
# APPLICATION FOR EMPLOYMENT

**City of New Britain**  
Affirmative Action/Equal Employment Opportunity/Equal Access Employer  

**27 West Main Street, New Britain, CT 06051**  
(860) 826-3404  
www.newbritainct.gov

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### 1. Job Applying For

(use title on job announcement)  
(exam no.)

### 2. Your Name

(print)  
Last Name  
First  
Middle  

**Edu**  
**Exp.**  
**Rev. by:**

### 3. Address

(Number and Street, Road or Post Office Box)

City  
State  
Zip Code

### 4. Email Address

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### 5. Are you over age 18?

Yes  
No

### 6. Have you ever served in the U.S. Armed Forces during periods of conflict?

Yes  
No

### 7. Telephone Number

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### 8. Education

A. Did you graduate from high school?

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<tr>
<th>Yes</th>
<th>No</th>
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Name of School  
If "No", highest grade completed

B. If you have a high school equivalency certificate, give year and place the certificate was granted:

Name of School  
Location

C. List any colleges, business schools, or technical school you attended:

<table>
<thead>
<tr>
<th>Name of School</th>
<th>Location</th>
<th>Course or Major</th>
<th>Degree</th>
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D. Other training (special courses, work training programs, armed forces training). Give name and location where training was given, dates attended, subject of training, and other details related to the job for which you are applying.

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**NOTE:** Applications are kept on file for three (3) months from date of receipt unless otherwise noted.
9. EXPERIENCE: Start with your present or last job and work backwards listing all paid or unpaid, full or part-time work, military service, and summer jobs performed during the last 10 years. Use additional sheets of paper if necessary. Work performed more than 10 years ago may be given if it applies to the job for which you are applying.

May we contact your present employer?  
Yes  No

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<tr>
<th>1) Starting Date</th>
<th>Ending Date</th>
<th>Name and Address of Employer</th>
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<tbody>
<tr>
<td>Month/Year</td>
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<tr>
<td>Your Job Title:</td>
<td>Hours per week</td>
<td>Name, title and telephone number of your Supervisor</td>
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<td>Reason for leaving:</td>
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<td>Your duties:</td>
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10. References: List the name, address and telephone number of three persons with knowledge of your character, experience and ability. Do not list relatives. Use professional, not personal, references. (Current and former employers, teachers/professors, etc.)

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<th>Name</th>
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11. Special Skills and Abilities. Show licenses, (including drivers); machines you operate; languages other than English which you speak, read and write well; typing and shorthand speeds, computer skills, and any other special abilities or knowledges relating to the job for which you are applying.

12. CERTIFICATION: I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that incomplete, false, or inaccurate information may result in the rejection of this application and that false information may result in my dismissal if employed. I understand that I will be required to pass a medical examination and background check as a condition of appointment. As part of the medical examination process, I may be required to undergo a drug screen. The signing of this application will serve as consent to the drug screen examination.

Date  Signature of Applicant  Rev. 8/2021
Supplemental Application Questions for NEW Candidates

Name of Applicant: __________________________________________________ Date: ______________________

Please answer the following supplemental questions to the employment application for consideration for the after school program positions.

1. Briefly describe the experiences that you have with youth: ________________________________________________________
   ________________________________________________________
   ________________________________________________________
   ________________________________________________________

2. What special interests or talents do you have that you think would be a benefit to this position with the after school
   program? ________________________________________________________
   ________________________________________________________
   ________________________________________________________
   ________________________________________________________

3. What personal leadership qualities do you admire most in a role model that you look up to in your life? ______________
   ________________________________________________________
   ________________________________________________________
   ________________________________________________________
   ________________________________________________________

4. What do you do when you realize you’ve made a mistake? ________________________________________________________
   ________________________________________________________
   ________________________________________________________
   ________________________________________________________
   ________________________________________________________

5. What motivates you? ________________________________________________________
   ________________________________________________________
   ________________________________________________________
   ________________________________________________________
   ________________________________________________________

The after school programs will begin on Monday, September 26th and run through Friday, May 26, 2023. Are you available to work:
☐ September – May ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ 2:30-6:30pm