



TOWN OF PUTNAM

Municipal Complex
200 School Street
Putnam, Connecticut 06260
Telephone: (860) 963-6800

Job Posting

After School Program Supervisor

April 2024

The Town of Putnam is accepting applications for the position of Putnam After School Services program Supervisor within the Recreation Department.

Minimum Qualifications:

1. Graduation from an accredited college or university with an Associate's degree in General Studies, with three (3) years or more responsible experience in child care, youth development, or a related field.
2. Comparable experience in the business environment. The Program Supervisor must:
 1. Maintain First Aid and CPR certifications along with handling regulations deemed necessary by the nursing staff at the Summer Camp program.
 2. Must be able to pass a background check.
 3. Have the ability to apply principles of office administration to solve practical problems.
 4. Possess a strong understanding of Outlook, Word, Excel, and the ability to become proficient in other PC based software.
 5. Have the ability to process large amounts of paperwork and maintain records and files.
 6. Have the ability to deal effectively with staff, students, parents, guardians and the general public.
 7. All other duties as assigned.

Duties:

1. Performs routine duties independently, setting priorities and scheduling work in accordance with established policies and procedures.
2. Directs the Putnam After School Services program during the school year.
3. All planning and consultations for the PASS program are performed prior to program hours that run M – F, 2:00 – 5:00 pm. When the school has a half (1/2) day, the PASS program will operate from 12:00 – 5:00 pm.
4. Directs the Putnam Summer Day Camp program that operates from early July until mid-August.
5. All planning and preparation for the Summer Camp program (applications, scheduling field trips, ordering supplies, meetings, etc.) will begin in June and will continue until the start of the program.
6. Liaison to Family Resource to coordinate activities and support cooperative programming.
7. Produces and/or prepares reports, correspondence and other written material as needed for programs.
8. Collects fees and maintains records for supervisory programs.
9. Understands and follows all rules and regulations regarding safety, OSHA compliance, and worker's compensation programs.
10. Report all hazardous conditions or activities to the Director(s) immediately.
11. Report any work-related injury or accident to the Director(s) immediately and comply with all requirements regarding the Accident Investigation Process, Return to Work program, communicating medical progress with Town management and insurance carriers.

12. May assist with duties in various departments as needed.
13. All other duties assigned.

Compensation:

This part time, hourly, non-union position is set for 20 hours per week with a pay range of \$22.00 - \$25.00 per hour. During the Summer Camp program, beginning of July and ending in the middle of August, weekly hours will be increased to 35 hours per week. There are health and dental benefits with this position. Pro-rated vacation, personal leave, and sick leave benefits are applicable.

Work Environment and Physical Demands:

This job operates in a professional office environment with occasional related field work. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. 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.

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.

EEOC Statement:

It is the policy of the Town of Putnam 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 Putnam will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.

Position will remain open until filled. Please send cover letter and resume to mariah.clifford@putnamct.us

Questions concerning this position should be directed to Wilfred Bousquet, Recreation Director at (860) 963-6800 ext. 141.