

# NOW HIRING

## AFTERSCHOOL 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!

New Britain  
**PARKS,  
RECREATION**  
and Community Services Department



 **new  
britain**  
Experience the NEW

**JOIN OUR TEAM, APPLY TODAY!**

[www.nbparksnrec.org](http://www.nbparksnrec.org)  
860-826-3360

## After School Programs run September 2024 - May 2025

**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.*

### Program and Wellness Manager

Responsible for program design and daily scheduling. 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.*

## EASY APPLICATION PROCESS!

### 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 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](http://www.nbparksnrec.org)

860-826-3360

City of New Britain  
 Affirmative Action/Equal Employment Opportunity/Equal Access Employer  
**APPLICATION FOR EMPLOYMENT**  
 27 West Main Street, New Britain, CT 06051  
 (860) 826-3404  
 www.newbritainct.gov



(Print information in ink, or type)

Office Use Only

1. Job Applying For		
(use title on job announcement) (exam no.)	Q _____ V	NQ _____ DV
2. Your Name		
(print) Last Name First Middle	Edu _____	Rev. by: _____
3. Address		
(Number and Street, Road or Post Office Box)		
City State Zip Code	Exp. _____	Other _____
4. Email Address		
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 ( ) -

8. Education

A. Did you graduate from high school?

Yes	No	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:

Name of School	Location	Course or Major	Degree

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.

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

1) Starting Date Month/Year	Ending Date Month/Year	Name and Address of Employer
Your Job Title:	Hours per week	Name, title and telephone number of your Supervisor
Reason for leaving:		
Your duties:		
2) Starting Date Month/Year	Ending Date Month/Year	Name and Address of Employer
Your Job Title:	Hours per week	Name, title and telephone number of your Supervisor
Reason for leaving:		
Your duties:		
3) Starting Date Month/Year	Ending Date Month/Year	Name and Address of Employer
Your Job Title:	Hours per week	Name, title and telephone number of your Supervisor
Reason for leaving:		
Your duties:		

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.)

Name \_\_\_\_\_ Address \_\_\_\_\_ Tel. \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Tel. \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Tel. \_\_\_\_\_

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. Have you ever been employed by the City of New Britain?  Yes  No

If yes, please list department, position and dates employed:

13. 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



est. 1871

# CITY OF NEW BRITAIN

Department of Parks, Recreation,  
and Community Services

[www.newbritainct.gov](http://www.newbritainct.gov)

## Supplemental Application Questions: 2024-2025 After School Program Employment (NEW CANDIDATES)

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Current department employee:  Yes  No

**Instructions:** Complete the supplemental application questions below in blue or black ink. A completed application packet includes: 1. City of New Britain Application for Employment, 2. supplemental application questions, and 3. a letter of recommendation. Completed application packets can be submitted to the recreation office at City Hall, 27 West Main Street, room 302; application packets that are received before Friday, August 23rd will be considered for first round interviews. Applications received after Monday, August 26th will be reviewed on an "as needed" basis until positions fill. Candidates with strong and completed applications will be contacted to schedule an interview.

1. What experiences do you have with children that will be helpful in the position that you are applying for?
  
  
  
  
  
  
  
  
  
  
2. What skills or interests do you have that would make you a strong after school program leader?
  
  
  
  
  
  
  
  
  
  
3. What do you think are some of the responsibilities of the job that you are applying for?
  
  
  
  
  
  
  
  
  
  
4. When you think about a teacher or leader who you have learned from, what qualities did they have that impacted you in your life?
  
  
  
  
  
  
  
  
  
  
5. What impact do you think you could have in the lives of kids?

After school programs will be held Monday, September 23, 2024-Friday, May 23, 2025 between the hours of 2:30-6:30pm. If hired, are you available to work...

September - May?  Yes  No

Monday - Friday?  Monday  Tuesday  Wednesday  Thursday  Friday

How did you find out about this posting for after school program positions?