

Mayor Bobby Sanchez &
the City of New Britain present:

NEW BRITAIN RECREATION
and Community Services Department

JOIN OUR TEAM!

RECREATION ATTENDANT

Help Create Fun, Safe, and Memorable Experiences for Our Community

Are you energetic, reliable, friendly and ready to make a difference?

We're looking for enthusiastic *Recreation Attendants* to support programs, events, facilites, and activites for people of all ages.

WHAT YOU COULD BE DOING

SUPPORT SPECIAL EVENTS
Help set up, welcome guests, supervise activies, provide information, and make community events run smoothly.

ASSIST SPORTS & RECREATION PROGRAMS
Work alongside sports coordinators, program staff, and participants during leagues, camps, tournaments, and activitives.

HELP BEHIND THE SCENES
Support office staff and programmers with registrations, communications, organization, data entry, and daily recreation operations.

SUPERVISE RECFLATABLE & ATTRACTIONS
Help ensure inflatables and activity areas are safe, organized, and fun for everyone.

SERVER AT CONCESSIONS
Provide friendly customer service, handle purchases, restock items, and help maintain a clean, welcoming concession area.

SUPPORT GYM & FACILITY OPERATIONS
Assist gym supervisors, monitor spaces, prepare equipment, set up and clean up, and help create a safe environment for all participants.

WE'RE LOOKING FOR PEOPLE WHO

- Friendly, dependable, and ready to work as part of a team
- Comfortable working with the public, children, families, and community members
- Organized, safety-minded, and able to take initiative
- Excited to work evenings, weekends, special events, and recreation programs
- Passionate about helping people stay active, connected, and engaged

Build community.

Bring your Energy.

Make every activity count.

APPLY TODAY!

NewBritainRec.com

matt.scofield@newbritainct.gov

860-826-3360

NEW BRITAIN RECREATION
and Community Services Department

Possible Job Tasks and Responsibilities of a Recreation Attendant

Special Event Attendant: Assists with the successful operation of community events, festivals, concerts, athletic events, and other special programs. The position provides on-site support to ensure events are safe, organized, welcoming, and enjoyable for participants and the public.

Gym Attendant: Assists with the successful operation of the Youth Basketball Program in monitoring practices, ensuring that participants sign in, taking attendance, performing first aid/CPR procedures as needed, maintaining and providing equipment needed for practice, and other support to ensure practices are safe and enjoyable for all participants and parents.

Office Worker: Assists with daily office operations, customer service, data entry, filing, program registration, communications, and other administrative functions as assigned.

Programmer: Works closely with department leadership, staff, instructors, community organizations, vendors, and residents to provide high-quality, accessible, safe, and financially responsible recreational opportunities for the community.

Sports Coordinator: Responsible for planning, organizing, implementing, and supervising youth and adult athletic programs, leagues, clinics, tournaments, and sports-related activities offered by the New Britain Recreation and Community Services Department.

Concessions Attendant: Provides friendly customer service, prepares and sells food and beverages, handles transactions, maintains a clean and sanitary work area, and assists with the overall efficient operation of concession services.

RecFlatable Attendant: Responsible for the safe and proper operation, monitoring, and supervision of inflatable recreational equipment, including bounce houses, obstacle courses, slides, and other inflatable attractions used during City recreation programs, camps, festivals, and special events.

Marketing and Advertising: Assists in the marketing and advertising of recreation programs and special events through development of flyers, website maintenance, and social media posts.

Ice Rink Attendant: Responsible for the daily operation of the artificial ice rink, including skate rentals, skate sharpening, basic rink maintenance, and opening and closing procedures. Ensures a safe, clean, and enjoyable environment for all rink users while providing friendly and helpful customer service.

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

Join Our Team, Apply Today!

newbritainrec.com
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: Exp.
3. Address (Number and Street, Road or Post Office Box)	Other
City State Zip Code	Score Rank
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

CITY OF NEW BRITAIN

Department of Recreation and Community Services

est. 1871

www.newbritainct.gov

2026 Recreation Attendant Supplemental Application Questions (NEW CANDIDATES)

Name: _____ Date: _____

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.

Please check all job tasks of interest as a potential Recreation Attendant (check all that apply):

☐ Sports Coordinator	☐ Recreation Attendant Supervisor
☐ Gym Attendant	☐ Special Event Attendant
☐ Office Worker	☐ RecFlatable Attendant
☐ Programmer	☐ Concessions Attendant

1. Describe why you want to work for the Recreation and Community Services Department.

2. Describe what professionalism means to you.

3. What do you think are the responsibilities of the job that you are applying for?

4. What experience/skills do you have in regards to the job that you are applying for?

5. When you think about a teacher or a leader that you have learned from, what qualities did they have that impacted you in your life?