



RECREATION DEPARTMENT

# TOWN OF TOLLAND

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## TOWN OF TOLLAND

Director of the 'CREW After School' Program

Starting pay \$22.00

The Tolland Recreation Department is now accepting applications for the position of Director within our After School Program. The Director of the 'CREW After School' provides quality care for children attending Tolland Intermediate School grades 3-5 after school (3:00 p.m. until 6:00 p.m.). Applications are available in the Town Manager's Office, Hicks Memorial Municipal Center, 21 Tolland Green, Tolland, CT 06084 or at [www.tolland.org](http://www.tolland.org) under Help Center. Applications should be sent to 21 Tolland Green, Tolland, CT 06084, attention Michael Wilkinson.

The Director is responsible for planning, organizing and overseeing all daily operations of the "CREW After School" Program site, supported by Crew Leaders. The Director will manage the overall safety and well-being of all program participants while supervising daily activities including homework time, snack and indoor/outdoor recreation activities. Other responsibilities include supervising CREW Leaders, building positive relationships with parents/guardians, overseeing conflict mediation and implementing disciplinary procedures, collecting payments from families and ensuring proper sign-in/out of all program participants.

This is a part-time position averaging 15 hours per week. Preferred 21 years old or older. Qualified candidates will have experience with and enthusiasm for working with children, strong leadership and communication skills, creativity for games, arts & crafts and other recreation activities and the ability to consistently implement all program policies and procedures at their site. All program staff will be required to become CPR/First Aid Certified if they are not currently certified. Applications will be accepted until the position is filled.

**Reports to:** Recreation Coordinator  
**Salary:** Starting at \$22.00 per hour  
**Dates of Service:** Late August 2024 - Mid-June 2025 (Tolland School Year)

*This institution is an AA/Equal Opportunity Employer*