



Employment Posting

Afternoon Adventures Program Director

(Part-time)

The Town of East Hampton is seeking an enthusiastic, organized, and compassionate Afternoon Adventures Program Director to lead and oversee our after-school program. The Program Director will create a safe, engaging, and enriching environment for children while supervising staff, coordinating daily activities, and building positive relationships with families and the community.

This is a part-time, after school program that runs from 3:00 pm – 6:00 pm when school is in session. Hourly rate is \$22.00 - \$25.00 depending on experience and qualifications. Duties include developing, implementing and evaluating recreation programs and activities, as well as promoting the programs, training staff and ensuring that all programs comply with safety standards, policies and regulations.

The Director should have or be working towards a degree or certification in recreation, child development, or elementary or middle school education. CPR and basic first aid certification, or ability to obtain it is required.

Please submit a brief cover letter, a resume and an employment application to the Town of East Hampton, Department of Human Resources, 1 Community Drive, East Hampton, CT 06424, or email to lseymour@easthamptonct.gov, by August 14, 2026, or until filled. EOE/AA/M-F. A job description and employment application may be found at www.easthamptonct.gov.

Posted: 7/27/2026

Closing: 8/14/2026, or until filled

Distribution:

- M. Angeli, NAGE
- B. Gudelski, NAGE, WPCA
- M. Hanlon, ASFCME
- D. Copp, MEUI
- Board of Education
- Town Employee Emails
- www.easthamptonct.gov
- Rivereast News (7/31/2026)
- CPRA

Program Director (Part Time)

Parks and Recreation

The Program Director is responsible for the preparation and day to day operation of the program and will play a leadership role.

General Description

The Program Director will focus on the highest quality program delivery possible through quality leadership, staff recruitment, training, and supervision. This position is responsible for planning, organizing, implementing and overseeing all aspects of the program. Promotes a positive atmosphere, encourages high morale and feeling of overall wellbeing throughout the camp.

Supervision Received

Work is performed under the supervision of the Parks and Recreation Director or designee.

Supervision Exercised:

The Camp Director is responsible for the supervision, direction and assignments of all camp staff, i.e. Assistant Director, Camp Counselors, and support staff assuring the overall safety and wellbeing of the campers.

Essential Duties and Responsibilities

- Develop effective written program plans, including themes, activities, off site field trips, and entertainment for programs.
- Prepare, schedule, book, and coordinate all aspects of the written program plans.
- Assist in recruiting, interviewing and hiring of counselors and support staff.
- Prepare and conducts staff training.
- Effectively supervise, coach and mentor the counselors.
- Provide reasonable accommodations to participant special needs.
- Maintain open communication with the staff, administration, parents, and other supporting park staff through verbal and written communication.
- Coordinate ordering, storage and utilization of supplies, equipment, and materials.
- Assure that equipment and facilities are safely and properly prepared and maintained for use by program participants and staff. Report any broken or unsafe equipment and facilities.
- Develop procedures for operations including, drop off and pick up, opening and closing, staff assignments, routines and schedules, counselor to participant ratios.
- Evaluate programs and develops improvement plans when necessary.
- Promote program through use of pictures, newsletter, bulletin boards and social media.
- Maintain accurate and detailed financial records, controls revenues and expenditures, and makes recommendations for future budget appropriations.
- Develop and maintain a system of record keeping for accidents and injuries, mandatory reporting of suspected abuse or neglect, parent/participant sign in and out sheets, attendance roster, Personal Action Requests, time cards, emergency contact information, tuition collection and inventory as it applies to parents, campers, staff and administration.

Nonessential Duties

Performs related work as required.

Knowledge, Skills and Abilities

Strong organizational skills are a must for the Camp Director. Must have strengths needed to work with children and young adults. He/she must be a good listener and also be able to observe, and mentor. Basic computer skills are required.

Preferred Qualifications

Director should have or be working on a degree or certification in recreation, child development, elementary or middle education. CPR, and basic first aid certification is recommended or a willing and able to obtain certification. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities associated with this position and its essential job functions may be considered.

Special Requirements

- Must possess and maintain a valid Connecticut motor vehicle operator's license.
- A working knowledge of personal computers with word processing knowledge is required.
- A working knowledge of recreation principals.

Tools and Equipment Used

As determined by the Parks and Recreation Administration.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear.

The employee is occasionally required to walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, work is performed in an office and park setting. The employee is exposed to hot, wet and/or humid conditions, or airborne particles. The noise level in the work environment is moderate.

General Guidelines

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. This is a non-exempt position.