



TOWN OF NEWTOWN **Newtown Community Center**

PROGRAM DIRECTOR

General Statement

Under the direction of the Community Center Director, the Program Director is responsible for the development, implementation, coordination, and daily operations of innovative, high-quality multi-generational recreational and community-based programs serving toddlers through adults. The Program Director oversees program planning, implementation, staff supervision, customer service, and strategic program growth while ensuring high-quality, member-focused programming through ongoing program assessment, evaluation, and innovative development.

Supervision Received: Works under Direct Supervision of Community Center Director

Exercised Supervision: Supervises Program Staff

Job Responsibilities:

- Oversees the daily operations of recreational and community-based programs. Develops, implements, and manages a wide variety of programs serving toddlers through adults.
- Ensures high-quality, member-focused programming through ongoing program assessment, evaluation, and innovative development.
- Designs and creates value-added member programs, special events, and free community initiatives.
- Oversees afterschool programs, summer camps, and childcare programs, while managing summer camps, special events, and community engagement initiatives.
- Establishes strategic goals and supports continuous growth and development of programs and services.
- Ensures all program standards, operational procedures, and safety protocols are consistently followed.
- Tracks and manages departmental budgets, program revenue, and expenses.
- Recruits, hires, trains, supervises, and evaluates program staff and volunteers.
- Provides outstanding customer service to members, participants, families, and community stakeholders.
- Identifies, develops, and cultivates partnerships to enhance existing programming and expand community offerings.
- Coordinates and expands the Center's efforts to maintain effective relationships with members, volunteers, community organizations, and partners.



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- Demonstrates the ability to multitask at a high level while executing responsibilities in a timely and professional manner.
- Serves as Director on Duty as scheduled, including occasional evenings and weekends.
- Maintains flexibility to work evenings, weekends, and special events as needed.
- All other duties assigned by Community Center Director

Requirements:

Bachelor's Degree, 3 or more years' experience working with children and adults in an education/recreation environment. Must have strong fiscal, organizational and managerial skills as well as public relations skills necessary for communication with administrative staff, program staff, members, program participants, and the community. Experience with school aged youth

Salary: \$70,000-\$80,000

Questions please contact: Matt Ariniello, Community Center Director at
Matthew.Ariniello@newtown-ct.gov

(Applications available on Town of Newtown website)

www.newtown-ct.gov

OFFICE OF HUMAN RESOURCES

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EEO/Affirmation Action Employer