

The Town of New Milford is hiring! The Town of New Milford Parks and Recreation Department is currently accepting applications for the position listed below. Qualified and interested applicants should submit a resume, cover letter, three professional references, and a completed Town of New Milford employment application to Personnel@newmilford.org



Town of New Milford Parks & Recreation Department

2 Pickett District Road, New Milford, CT 06776
Telephone (860)-355-6050 – Fax (860)-355-6052

Job Description: Specialty Director

Position Title: Specialty Director

Reports to: Site Supervisor, Camp Director, Director of Programs and Events, Director of Parks and Rec.

Location: John Pettibone Community Center and Northville Elementary School

Seasonal: 35 Hours/Week

Rate: \$14-\$16/hour

MISSION:

The mission of the New Milford Parks and Recreation Department is to provide quality leisure opportunities in a safe and healthy atmosphere and to enhance the quality of life of the community through the responsible management of parks, recreation activities and natural resources. To meet these ends, the Parks and Recreation Department attempts to provide safe and wholesome recreational services of both a passive and active nature. Our goal is to create a balance of activities, special events and programs for any and all segments of the population.

GENERAL STATEMENT OF DUTIES:

The Arts and Crafts Director is directly responsible for the daily arts and crafts activities for campers. They must plan, prep and instruct the campers for each scheduled block of Arts and Crafts. Crafts must be differentiated based on age and abilities of campers.

ESSENTIAL DUTIES:

- Able to maturely and competently supervise children and be a positive role model.
- Provide for the safety and supervision of all campers and staff during art time.
- Supervise staff, providing guidance on maintaining rules and regulations.
- Plan and implement program activities at the specialty areas that are culturally relevant, developmentally appropriate and consistent with Parks and Recreation core values.
- Help coordinate camp-wide activities with Camp Supervisors/Camp Directors.
- Adhere to program standards including safety, cleanliness, timeliness, and proper dress.
- Follow Parks and Recreation policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
- Be able to exercise proper judgment when dealing with children, staff, or parents.
- Attend staff meetings and training.
- Performs other related duties as assigned.

PHYSICAL REQUIREMENTS:

Must be able to:

- Actively run, jump, swim, and lift a minimum of 1/3 their own body weight.
- Frequently bend, twist, crouch, squat, kneel and climb stairs and flex and rotate head and neck.
- Occasionally crawl, push, pull, reach and lift above shoulders.
- Occasionally work on uneven ground and slippery surfaces.
- Use hands in repetitive motion, grasping and fine manipulation of both right and left hands.
- Withstand constant & repeated exposure to nature’s elements: rain, sun, wind, cold & heat.

PRE-CAMP

- Attend all staff training days, and 4 other days in mid-June.
- Help in promoting summer camp at various pre-camp events if possible.

IN-CAMP

- Arrive at camp by 8:30 a.m. and stay until 3:30 p.m. or until campers have cleared. Note that a normal camp day begins at 8:30 a.m. and ends at 3:30 p.m., but these hours will vary as needed.
- Perform any and all duties pertinent to the successful operation of arts and crafts.
- Participate in all planned activity areas, with a focus on arts.
- Maintain rules as required by Parks and Recreation and assume a role in the camp emergency procedures.
- Assist/lead camp wide activities, rainy day activities, field trip activities, opening/closing activities. Sing songs, act in skits, make up stories, act appropriately silly and have fun!
- Be proactive, not reactive regarding all issues related to safety, planning, and counseling.
- Be responsible for communicating to the Camp Director/Camp Supervisor any conflict situations with children, staff, and/or families.
- Keep all areas used clean, maintained and suitable for use by staff, campers and families.
- To act in a manner that promotes the core values and Parks and Recreation Mission.
- All other duties assigned.

Agreement Between Camp Staff and Camp Director

- We understand and mutually accept the job description listed above which represents our agreement to the job to be performed. We understand that all staff agreements may be terminated should circumstances make the operation of New Milford Parks and Recreation impossible or should enrollment not equal expectations.
- My paperwork for payroll must be turned in by the start of staff training. This is necessary in order to process the first payroll checks on time. Staff may not begin working without all of the required completed paperwork and two forms of government issued ID. A Statement of Age (Working Papers) is needed for anyone under the age of 18.
- We understand that camp staff are to abstain from drinking alcoholic beverages and smoking while on duty for the duration of the New Milford Parks and Recreation season. Usage will result in immediate dismissal.
- I give permission for camp to secure medical treatment for me in case of an emergency.

The Town of New Milford is an Equal Opportunity Employer.

Camp Staff

Date

Camp Director

Date

Working Conditions, Physical and Mental Requirements: Occasionally may be exposed to inclement weather in carrying out property appraisal duties. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an "X" in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Frequency:	N	O	F	C	Frequency:	N	O	F	C
Physical Demands:					Depth Perception				X
Standing				X	Color Distinction				X
Walking				X	Peripheral Vision				X
Sitting			X		Driving	X			
Lifting			X		Physical Strength:				
Carrying			X		Little Physical Effort (-10 lbs.)			X	
Pushing			X		Light Work (-20 lbs.)		X		
Pulling			X		Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)		X		
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			Environmental Conditions:				
Kneeling		X			Cold (50 degrees F or less)		X		
Crouching		X			Heat (90 degrees F or more)		X		
Crawling		X			Temperature Changes			X	
Reaching			X		Wetness		X		
Handling				X	Humidity		X		
Grasping			X		Extreme Noise or Vibration		X		
Twisting			X		Exposure to Chemicals		X		
Feeling			X		Exposure to Gases and Fumes		X		
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to bodily fluids		X		
Repetitive Motion				X	Exposure to dampness		X		
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area		X		
Visual Acuity/Near				X	Mechanical Hazards		X		
Visual Acuity/Far				X	Physical danger		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.