

The Town of New Milford is currently recruiting a **Childcare Site Supervisor/ Enrichment Program Supervisor with the New Milford Youth Agency**. Qualified applicants should send a cover letter, resume, completed Town application, with 3 professional reference to the Town of New Milford Personnel Department at 10 Main Street, New Milford, CT 06776 or email to Personnel@newmilfordct.gov



Town of New Milford Personnel Department

10 Main Street, New Milford, CT 06776

Telephone (860)-355-6089 – Fax (860)-355-6031

JOB CLASSIFICATION DESCRIPTION

Job Title: Childcare Site Supervisor/ Enrichment Program Supervisor

Salary Group: Non-Union

Department: Youth Agency

New Milford Youth Agency

Childcare Site Supervisor

MAJOR FUNCTIONS:

Acts as senior staff member and supervisor at designated school site and within the Summer Childcare Program. Responsible for overseeing staff and program participants at school sites, including scheduling and coordinating activities. Reports directly to the Prevention Program Director.

DUTIES:

- Oversees and ensures a safe and supportive environment for all participants and staff, with a strong emphasis on both physical safety and mental well-being
- Monitors staff and children's adherence to rules and regulations regarding building, program, and YA Mission
- Assists in resolving disciplinary problems and concerns regarding participants and reports to parents as necessary
- Ensures the Prevention Program Director is informed of all matters related to disciplinary actions involving children and staff, and provides support in resolving conflicts as needed
- Supports Summer Childcare Program and acts as a designated Direct Service Supervisor in conjunction with other Supervisory staff
- Prepares performance reviews of staff including but not limited to one review during the school year
- Manages staffing including scheduling and on-site training to provide best childcare practices and procedures
- Grows and maintains working relationships with relevant School and Town staff for successful program operations

- Secures all materials and supplies and planning and logistics to ensure participants have engaging and appropriate activities
- Ensures that the program space is always left clean and well-kept each day
- Actively participates in the planning, implementation, and support of yearly Summer and School-Year training sessions
- Participates in continuing education and required trainings as necessary
- Performs other duties as assigned by the Executive Director or Prevention Program Director of the Youth Agency

MINIMUM QUALIFICATIONS: Knowledge, skills, and ability to provide leadership and act as a positive role model to youth. Ability to work independently, take initiative, and ensure site operations are satisfactory. Must possess great written and oral communication skills. Strong background in working and supporting youth of varying needs, abilities, and backgrounds. Must be willing to work flexible hours. Veterans preferred

EDUCATION: A bachelor's degree in Education or related field with a recommended minimum of twelve credits in Early Childhood Education and/or Development or two years' experience as a teacher, head teacher, or other supervisory childcare role.

New Milford Youth Agency Enrichment Program Supervisor

SUMMARY OF POSITION: Provides educational and/or enrichment development programs for community and regional school-aged youth. Conducts community outreach and planning to assess availability and need for youth extracurricular and educational enhancement. Works within a structure of inclusion, diversity, educational programming, and alternative activities to provide youth with access to learn new skills and abilities utilizing Agency buildings. Reports to the Agency's Prevention Program Director.

DUTIES:

- Plans appropriate and relevant afterschool enrichment topics for community youth as designated by the Agency
- Works with schools, community resources, social service agencies, and parents to develop applicable enrichment opportunities for youth
- Responsible for implementation and evaluation of programs including pre and posttest evaluations to assess success and improvement of existing programs
- Works with Agency staff to coordinate direct supervision of enrichment opportunities including location, time, securing instructors, and other logistics
- Responsible for communication and registration with parents and participating students
- Looks to serve marginalized and vulnerable youth populations through utilizing grants and other scholarships

- Is responsible for direct supervision and evaluation of all personnel involved with these activities
- Responsible for the handling and recording of all moneys collected for this program area
- Recruits, hires, supervises, and trains staff and volunteers to assist in program area
- Assists Executive Director and Prevention Program Manager of Youth Agency for the implementation of strategic programing and goals for the Maxx
- Performs other duties as assigned by the Executive Director of the Youth Agency or his/her designee

MINIMUM QUALIFICATIONS: Ability to work independently, take initiative, and seek out and find community resources to create successful programming. Knowledge of existing modes of positive youth development and relevant and interesting youth trends and behaviors. Experience in creating and supervising extra-curricular and enrichment programming. Great oral and written communication skills. Willingness to work flexible hours. Veterans preferred

EDUCATION: A Bachelors in social sciences, social work, therapeutic recreation or other related field. Two years of experience providing direct service and planning of youth based programs or any combination of experience and training which provides a demonstrated ability to perform the duties of the position.

<p>This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement. 1/2025</p>

Working Conditions, Physical and Mental Requirements: Occasionally may be exposed to inclement weather in carrying out job 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	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.