TOWN OF REDDING

Job Posting: Director of Extended Day Programs and Day Camp

The Town of Redding, CT (population 9,000) is accepting applications for the Director of Extended Day Programs in the Park and Recreation Department. This position is located in the Redding Community Center. Please see below for a detailed job description and list of qualifications.

SALARY AND BENEFITS:

This position is a Full Time, Salaried Position, Monday through Friday. Salary: $62,000 annually, depending on qualifications and experience. A full benefits package is provided, including medical, dental, vision, life, and disability insurance; Health Saving Account contribution; CMERS defined benefit pension plan; and paid vacation, sick time, personal days, and holidays.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Recreation or Education and two years of related experience or equivalent. Must possess a valid motor vehicle driver's license.

GENERAL STATEMENT OF DUTIES:

Under general supervision of the Assistant Director of Parks and Recreation, the Director of Extended Day Programs plans, organizes, and supervises a comprehensive after school childcare program for town children K-4th grade and acts as the Day Camp Director in the summer.

ESSENTIAL FUNCTIONS:

Staffs and participates in the direct supervision and coordination of the after school childcare program for children in Kindergarten to 4th grade on a daily basis.

Staffs and participates in the direct supervision and coordination of Park and Recreation's Summer Day Camp program for children entering Kindergarten to 6th grade.

Coordinates school vacation camps and staffing.

Supervises the program staff of counselors and program coordinators; implements the registration process and collection of fees; parent contacts.

Coordinates as needed support staff for children with special challenges.

Interviews and hires program staff, maintains attendance, revenue, and incident records; submits monthly reports to the Director and the Parks and Recreation Commission; attends meetings as needed.

Performs office duties, prepares, and distributes monthly reports, newsletters, forms, and manuals.

Organizes special events, trips, and activities.

Collects and distributes school announcements and maintains partnership with school personnel.

Publicizes program special activities; orders materials, supplies and snack items.

Maintains a high level of safety within the program, submits weekly payroll; manages petty cash; assists in budget preparation.

Coordinates before and after school childcare programs as needed by the community.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY:

Considerable knowledge of child development.

Knowledge of the principles and practices of recreation and leisure services administration, and related public administration.

Knowledge and ability to operate a personal computer using email, Word, and Excel software.

Knowledge of community needs and recreational program options.

Ability to effectively communicate both orally and in writing.

Ability to plan both short- and long-term recreational programs.

Ability to establish and maintain effective working relationships with superior, subordinate staff, other agencies, and the general public.

REQUIRED EQUIPMENT OPERATION:
Operates assigned recreation vehicles, specialized computer systems (Rec Trac) for recreational programs, copiers, fax machine and voice mail.

REQUIRED PHYSICAL EFFORT:
Sitting at a desk, walking, or standing at a specified work area and performs required work tasks continuously for extended periods of time; traveling often, and at frequent intervals, to program sites, meetings, seminars, etc.; lifting and moving boxes and equipment.

Applications may be obtained at the Town of Redding's website at https://townofreddingct.org/wp-content/uploads/2023/09/Application-Park-and-RecRev2.pdf and must be submitted along with a resume and cover letter to Rob Blick, Director of Parks and Recreation, at rblick@reddingct.gov.

Alternatively, application materials may be mailed to: Town of Redding Parks and Recreation, P.O. Box 1071, Redding, CT 06875. Position will remain posted until filled.

The Town of Redding provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need accommodation in the application process, please contact the Human Resources Department prior to the closing date.

The Town of Redding is AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

July 2026