

POSTION AVAILABLE
PREP- Before and After School Childcare Worker
Parks & Recreation Department

*Due to COVID-19, please note that this is an anticipated opening.

The Town of Hebron Parks & Recreation Department is seeking a PREP Before and After School Childcare Worker to act as a positive role model and provide guidance and leadership. Under the direction of the Hebron Parks and Recreation Department's Recreation Supervisor, the Before and After School staff is responsible for planning and implementing games and activities, serving snacks, and interacting with children grades Pre-K through 6th, and their families. Hours are to include some mornings and or afternoons as well as early dismissal days and school vacation days.

PREP care hours are Monday through Friday-

AM Care- 6:45 a.m. – 8:30 a.m.

PM Care- 2:45 p.m. – 5 p.m.

PM Extended Care- 5:00 p.m. - 6 p.m.

The staff schedule is set by the Recreation Supervisor and is subject to change.

Applicants must be responsible and reliable, working independently as well as with a team and providing a safe, caring and enriching environment. The candidate must have a positive attitude and serve as a role model. All applicants must be able to pass a criminal records background check. Applicants must have a valid Connecticut Driver's License. Please send letter of interest, resume and application to the Town Managers office, Town of Hebron, 15 Gilead Street, Hebron, CT 06248 or call 860-530-1281. The Town of Hebron is an equal opportunity employer.

General Job Functions:

- Adhere to policies and procedures stated in the Hebron Parks and Recreation Staff Manual.
- Plan and provide activities, games, arts and crafts, etc. for children during before and after school hours.
- Create a positive environment for students to grow, learn, engage, and enjoy.
- Attend monthly staff meetings.
- Positively ID parents before releasing children.
- Introduce yourself to parents and communicate with them regularly regarding program information, such as schedule changes.
- Work in a team environment and encourage open communication amongst, children, parents and co-workers.
- Communicate with the Recreation Supervisor daily.
- Initiate and maintain positive relationships with school staff, custodial staff and teachers.
- Keep a consistent headcount on all children present at the site; communicate changes with staff.
- Assist in clean up duties.

- Comply with all emergency procedures appropriate to the program.
- Maintain all supplies, equipment and materials.
- Ensure that all staff and children are respectful of school property; ensure all school rules are followed.
- Availability to work various community events and specials throughout the year, including some weekends.

Minimum Required Qualifications:

- A high school diploma or GED equivalent are required (or working towards).
- Childcare work experience is preferred but not required.
- Other training may be required after employment begins.

Applicants must be responsible reliable; and must be able to pass criminal records background check. The selected individual must possess a valid Connecticut Driver License. Please send a letter of interest, resume and application to the Town Manager's office, Town of Hebron, 15 Gilead Street, Hebron, CT 06248. For more information and an application please visit www.hebronct.com or call 860-530-1281. The Town of Hebron is an equal opportunity employer.