Town of Deep River
Parks & Recreation Department
Extended School Day Program Coordinator

Deep River Parks & Recreation is seeking a dedicated, organized & energetic Program Coordinator to help us launch and manage our Extended School Day Program to be introduced for the 2026-2027 school year at Deep River Elementary School. This position will be effective from September 2026 to June 2027 and will follow the Region 4 School Calendar. There will be no programming on school holidays or closures.

The coordinator will oversee the daily operations of both before-school and after-school sessions, ensuring a safe and reliable environment for our local students.

Key Responsibilities:

- Manage daily operations for AM Care (7:00am-8:30am), PM Care (2:45pm-6:00pm), and scheduled half day sessions (12:45pm-6:00pm) - we will consider splitting shifts (AM Only or PM Only)
- Supervise a team of staff members (2 total during AM Care & 4 total during PM Care)
- Ensure the program operates safely and adheres to all mandated guidelines
- Oversee the use of the DRES Cafeteria, Gymnasium, Playground and other spaces assigned for program use
- Communication and collaboration with the Director of Deep River Parks & Recreation and the administration of Deep River Elementary School
- Provide and maintain a positive and inclusive environment
- Contribute to and lead programs and activities for students in the program
- Maintain a safe environment for all participants
- Communicate with families and caregivers of participants daily
- Report any issues as they arise to the Director of Parks & Recreation

Preferred Qualifications:

- Proven experience in childcare, summer camp leadership or educational programming
- Strong organizational skills with the ability to manage a team of staff members
- Excellent communication skills for interacting with families, school staff and the Parks & Recreation Director
- Candidate must be First Aid/CPR Certified
- Candidate must be Medication Administration/Epi-Pen Certified
- Candidate must have completed the State of CT Mandated Reporter training

This position is a part time position and is not eligible for benefits. Hours will not exceed 29 hours per week.

The Town of Deep River provides Equal Employment Opportunities (EEO) and prohibits unlawful discrimination with respect to all employees and applicants for employment.

Date Due: 6/26/26
or until positions are filled

DEEP RIVER PARKS AND RECREATION
2026-2027 EXTENDED SCHOOL DAY

POSITION DESIRED: ***Apply for only one position per application.***

Please see complete job descriptions & job requirements on the Town's web site.

☐ Extended School Day Program Coordinator ☐ Extended School Day Program Staff Member

NAME		EMAIL:	
ADDRESS	TOWN	STATE	ZIP
CELL PHONE		ALT PHONE	
AGE (if minor):	GRADE (FALL 2026):	SCHOOL:	

EDUCATION:	Name & Address	Course of Study	Years Completed	Diploma/Degree
Secondary School				
College				
Other (Specify)				

WORK/CAMP HISTORY (include volunteer experience):

Employer	Position Title	Job Description	Dates

Special Training and Certifications held: (*include copies of current first aid, CPR and lifeguard certifications*)

_____

_____

Do you have any known allergies? YES_____NO_____ Do you carry an epi-pen? YES_____NO_____

If yes, to what are you allergic? _____

Interests and Hobbies: _____

_____

_____

Why do you feel qualified for this position?_____

_____

_____

_____

Please describe your experience working with school-aged children in a camp, recreational, or educational setting:

_____
_____
_____
_____
_____

Times Not available:

DATE	DAYS	TIME	Reason *(i.e. vacation, job, doc. appt. etc.)*
Additional information regarding			

_____

REFERENCES: List two people (excluding relatives) who can attest to your character and work ethic.

NAME	ADDRESS	PHONE

EMERGENCY CONTACT PERSON AND PHONE NUMBER:

NAME/RELATIONSHIP:_____

PHONE-HM:_____ WK:_____ CELL: _____

"I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to the Town of Deep River's rules and policies. I further agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time at either my or the Town's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the Town. I understand that Deep River Parks & Recreation's Director serving as the Town representative, as well as its First Selectman, and then only when in writing and signed by the either, has the authority to enter into any agreement for employment for any specific period, or to make any agreement contrary to the foregoing". The Town of Deep River is dedicated to Diversity and Equal Opportunity Employment.

Signature_____ Date _____

Email Address_____ Cell No._____