

Mayor Bobby Sanchez and the City of New Britain

NOW HIRING

AFTER SCHOOL PROGRAM STAFF

Site Supervisor | Programmer | Wellness Manager | Group Leader





Why should I work for the After School Program?

- Discover your passion
- Build your resume
- Make a positive impact on the community
- Develop leadership skills
- Supportive team environment
- Consistent work schedule
- Do work that matters

EMPLOYMENT DATES

SEPTEMBER 2026-MAY 2027

PAY RANGE

$17.50 - $26.00

NEW BRITAIN RECREATION and Community Services Department

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Tel. (860) 826-3360

NewBritainRec.com

NEW BRITAIN RECREATION and Community Services Department

AFTER SCHOOL PROGRAMS

After School Programs run September 2026 - May 2027

The Every Kid Counts After School Program serves students in grades 3-5 at all ten New Britain Elementary Schools. Staff work between the hours of 3:00pm to 6:30pm.

The Exercise the Right Choice After School Program serves students in grades 6-8 at DiLoreto, Pulaski and Slade Middle Schools. Staff work between the hours of 2:30pm to 6:30pm.

After School Program Responsibilities and Job Positions

Daily responsibilities include group management, planning and leading recreation and enrichment activities, homework assistance,and building meaningful relationships.

After School Program Positions

- Multi-site Programmer
- Youth Leadership Programmer
- Site Supervisor
- Wellness Manager
- Group Leader

SCAN HERE FOR A FULL DESCRIPTION OF AVAILABLE JOB POSITIONS

EASY APPLICATION PROCESS!

How to apply:

Step 1 - Complete application and supplemental questions in blue or black ink.
Step 2 - Submit completed application, supplemental questions and one letter of recommendation to the recreation office* in person or by mail. (Current employees do not need to include a letter of recommendation.)
Step 3 - Receive a receipt of acknowledgement
Step 4 - Qualified applicants will be contacted to schedule an interview. Be sure to provide a valid phone number and/or email address).
Please note: Only completed applications will be reviewed.

*Recreation office is located in City Hall, 27 West Main Street, Room 302 and hours of operation are Monday-Friday, 8:15am - 3:45pm

After school programs begin in September. Applications will be reviewed as they are received. Get your application in early! (Applications will be accepted throughout the year.)
Staff availability Monday - Friday between 2:30pm - 6:30pm is preferred.

JOIN OUR TEAM, APPLY TODAY!

newbritainrec.com
860-826-3360

City of New Britain

Affirmative Action/Equal Employment Opportunity/Equal Access Employer

APPLICATION FOR EMPLOYMENT

27 West Main Street, New Britain, CT 06051

(860) 826-3404

www.newbritainct.gov

(Print information in ink, or type)

Office Use Only

1. Job Applying For (use title on job announcement) (exam no.)	_____Q _____NQ	_____V _____DV
2. Your Name (print) Last Name First Middle	_____Edu _____Exp.	Rev. by: _____
3. Address (Number and Street, Road or Post Office Box)	_____Other	_____
City State Zip Code	_____Score	_____Rank
4. Email Address		
5. Are you over age 18? Yes No	6. Have you ever served in the U.S. Armed Forces during periods of conflict? Yes No	7. Telephone Number ( ) -

8. Education

A. Did you graduate from high school?

Yes	No	Name of School	If "No", highest grade completed

B. If you have a high school equivalency certificate, give year and place the certificate was granted:

Name of School	Location

C. List any colleges, business schools, or technical school you attended:

Name of School	Location	Course or Major	Degree

D. Other training (special courses, work training programs, armed forces training). Give name and location where training was given, dates attended, subject of training, and other details related to the job for which you are applying.

NOTE: Applications are kept on file for three (3) months from date of receipt unless otherwise noted.

9. EXPERIENCE: Start with your present or last job and work backwards listing all paid or unpaid, full or part-time work, military service, and summer jobs performed during the last 10 years. Use additional sheets of paper if necessary. Work performed more than 10 years ago may be given if it applies to the job for which you are applying.

May we contact your present employer? ❑ Yes ❑ No

1) Starting Date Month/Year	Ending Date Month/Year	Name and Address of Employer
Your Job Title:	Hours per week	Name, title and telephone number of your Supervisor
Reason for leaving:		
Your duties:		
2) Starting Date Month/Year	Ending Date Month/Year	Name and Address of Employer
Your Job Title:	Hours per week	Name, title and telephone number of your Supervisor
Reason for leaving:		
Your duties:		
3) Starting Date Month/Year	Ending Date Month/Year	Name and Address of Employer
Your Job Title:	Hours per week	Name, title and telephone number of your Supervisor
Reason for leaving:		
Your duties:		

10. References: List the name, address and telephone number of three persons with knowledge of your character, experience and ability. Do not list relatives. Use professional, not personal, references. (Current and former employers, teachers/professors, etc.)

Name_____Address_____Tel._____

Name_____Address_____Tel._____

Name_____Address_____Tel._____

11. Special Skills and Abilities. Show licenses, (including drivers); machines you operate; languages other than English which you speak, read and write well; typing and shorthand speeds, computer skills, and any other special abilities or knowledges relating to the job for which you are applying.

12. Have you ever been employed by the City of New Britain? ❑ Yes ❑ No

If yes, please list department, position and dates employed:

13. CERTIFICATION: I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that incomplete, false, or inaccurate information may result in the rejection of this application and that false information may result in my dismissal if employed. I understand that I will be required to pass a medical examination and background check as a condition of appointment. As part of the medical examination process, I may be required to undergo a drug screen. The signing of this application will serve as consent to the drug screen examination.

_____ _____

Date Signature of Applicant

CITY OF NEW BRITAIN

Department of Recreation and Community Services

est. 1871

www.newbritainct.gov

Supplemental Application Questions: 2026-2027 After School Program Employment (NEW CANDIDATES)

Name: _____ Date: _____ Current department employee: YES NO

Instructions: Complete the supplemental application questions below in blue or black ink. Submit completed application packets to the recreation office at City Hall, 27 West Main Street, room 302. A completed application packet includes: 1. City of New Britain Application for Employment, 2. supplemental application questions, and 3. a letter of recommendation.

Application packets that are received before Friday, August 28th will be considered for first round interviews. Applications received after Monday, August 31th will be reviewed on an "as needed" basis until positions fill. Candidates with strong and completed applications will be contacted to schedule an interview.

Position Applied For:

☐ Site Supervisor ☐ Wellness Manager ☐ Group Leader ☐ Multi-Site Programmer ☐ Youth Leadership Programmer

1. What experiences do you have with children that will be helpful in the position that you are applying for?

2. What skills or interests do you have that would make you a strong after school program leader?

3. When you think about a teacher or leader who you have learned from, what qualities did they have that impacted you in your life?

4. What impact do you think you could have in the lives of kids?

After school programs will be held Monday, September 28, 2026-Friday, May 28, 2027 between the hours of 2:30-6:30pm. If hired, are you available to work:

September-May? ☐ Yes ☐ No

Monday-Friday? Check all that apply ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

How did you find out about the posting for after school program positions?