Examination No. 1646

November 9, 2026

CITY OF NEW BRITAIN
CIVIL SERVICE COMMISSION
Announces
An Open Competitive Examination
For

Job Title:	**Assistant After School Program Coordinator (4 steps) $ 1,248.23- $1,435.34 weekly**
Direct Reports (Y/N):	**Y**
Department:	**Recreation & Community Services**
Closing Date:	**December 4, 2026 at 4:00 pm**

(TO CREATE AN EMPLOYMENT LIST)

(This position is represented by Local 1303 AFSMCE, Council 4, AFL-CIO)

JOB SUMMARY:

Assists the After School Program Coordinator to coordinate and supervise the Recreation and Community Service Department's After School Program at three to eight school sites and the Department's Summer Camp Program.

SUPERVISION RECEIVED:

Works under the general supervision of the After School Program Coordinator.

SUPERVISION EXERCISED:

Supervises part-time and/or seasonal staff.

EXAMPLES OF ESSENTIAL DUTIES:

Assists the After School Program Coordinator with the following duties and functions:

- Recruit, hire, supervise, evaluate, plan, assign and direct the work of part-time and/or seasonal staff members, special instructors and subcontractors.
- Assists the After School Program Coordinator with the Department's extensive Summer Camp Program including but not limited to: Camp Total Rec, Downtown Players Camp, Camp Clubhouse Before & After Care Camp, Vacation Camp, Specialty Camps and Leaders in Training Camp.
- Accounting and processing of part-time and/or seasonal payroll.
- Plan and conduct staff trainings and orientation with the assistance of the After School Program Coordinator.
- Prepare and keep accurate financial records for Federal, State, and Local grants and donations; submit grant and budget reports as required.

- Plan and organize city-wide, department, and program special events.
- Plan, coordinate and assist in after school programs and camp field trips.
- Monitors and evaluates the effectiveness of programs, using data to identify areas for improvement and make adjustments to future offerings as needed.
- Order inventory, and maintain equipment.
- Coordinate the USDA supper program and summer meals program, and keep accurate records.
- Maintain active dialogues with all social service agencies in the City to help coordinate the smooth delivery of youth programs without duplication; can serve as a liaison to said agencies.
- Coordinate communication as it pertains to programs, participants, parents and the public. (ie staff schedule software, program participant software, public marketing, flyer and poster design).
- Perform other related duties as assigned.

NOTE: *The above description is intended as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. It is intended as a guide for personnel actions and must not be taken as a complete itemization of all facets of any job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position*

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of modern recreational practices and procedures; good knowledge of a variety of recreational programming; good knowledge of existing City-wide after school programs and ways to coordinate an effective delivery of services; excellent ability to communicate effectively with the general public, school administrators, principals, and custodians; Excellent ability to plan, organize, assign, direct, and evaluate the work of subordinates; ability to exercise good judgment in evaluating situations and making decisions; ability to establish training programs for subordinates; ability to write administrative and professional reports; ability to use a Management Information System (MIS) to coordinate programs.

MINIMUM QUALIFICATIONS:

A four-year college degree, preferably in Recreation and Leisure Studies or related field. Some proven recreational supervisory experience and work with children. Experience with computers and ability to learn software packages such as MyRec, Microsoft Office, Google, or other word-processing and spreadsheet programs.

SPECIAL REQUIRMENTS:

Must have a valid Connecticut driver's license.

TOOLS AND EQUIPMENT USED:

Computer, MIS system, sporting goods, maintenance equipment and standard office equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to stand, sit, talk and listen. The employee is required to utilize his/her hands to operate standard office equipment and a computer, and to handle a variety of sports equipment. The employee is required to occasionally climb, balance, stoop, kneel, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment varies depending on whether the duties are being performed in an office setting or in the field (for events).

PROBATIONARY PERIOD: The probationary period for this position shall be twelve (12) months.

OPEN COMPETITIVE EXAMINATION

COMPONENTS	**WEIGHTS**
Experience & Training	100%

PASSING GRADE: The minimum passing grade is 70%.

DURATION OF EMPLOYMENT LIST:
A certified employment list shall be in effect for one year from the date of its establishment by the Civil Service Commission. The Civil Service Commission, may, upon the showing and finding of exigent and extenuating circumstances, extend the duration of the list when it is in the best interest of the City. However, in no case shall any certified list remain in force for more than two years.

RULE OF FIVE PLUS THREE:
The Appointing Authority is sent the first five names in rank on the certified employment list plus the next three highest city residents. All may be considered equally for the one job vacancy.

PHYSICAL EXAMINATION:
Prior to beginning work, the successful candidate must complete and qualify on a City medical examination including a drug screen as well as a background and reference check.

REASONABLE ACCOMODATIONS:
All requests for reasonable accommodations in the testing process must be made in writing, no later than the closing date for applications. Documentation must be from a medically licensed professional, and must be current within one year of the closing deadline for applications. Documentation of the disability must include what the disability is, what accommodation is being requested, and must be received no later than two (2) weeks after the closing deadline for applications. A candidate's failure to submit this documentation will result in no further consideration being given for a reasonable accommodation in the testing process.

Applications must be on file with the Civil Service Commission/Personnel, Room 409, City Hall, no later than **December 4, 2026 at 4:00 pm** at 4:00 P.M. Application forms may be obtained at the office of the Civil Service Commission/Personnel, Room 409, City Hall, 27 West Main St., New Britain, CT 06051 or online at www.newbritainct.gov under Civil Service job postings. Tel (860) 826-3408.

AA/EOE/Equal Access Employer