JOB POSTING
The Town of Canaan, Falls Village Recreation Commission is looking for a creative, energetic leader to be our next Youth Program Director for Creative Kidz Club.

Job Description

Job Title: Youth Program Director for Creative Kidz Club (CKC)
Department: Recreation Commission
Job Site: On-site
Location: Lee H. Kellogg School, Minor Hall at the Falls Village Congregational Church and The Falls Village Recreation Center/Pool.
Commitment: Part-time, Seasonal: two weeks (July 17-21, July 24-28)
   Hours: 9:00AM - 4:00PM

Due Date
Applications (cover letter and resume) must be submitted no later than May 28th, 2023 to the Recreation Commission.
   ● In person at the town hall attn: Recreation Commission, or
   ● Emailed to recreation@canaanfalls village.org

The Town of Canaan is an Equal Opportunity Employer / Females / Minorities / Veterans / Disability / Sexual Orientation / Gender Identity or Expression / Religion / Age.

Position Description Summary:
Reporting to the Falls Village Recreation Director, the Creative Kidz Club Program Director will be responsible for designing and managing Creative Kidz Club. They will deliver a safe, creative, active, enriching experience to children ages 5-12.
In this role, the CKC Program Director will also manage a staff of 3 young adult camp counselors. Excellent leadership and organizational skills are of the utmost importance for this role.

Compensation
The listed base pay range is primarily based on analysis of similar positions in the external market. Actual base pay could vary and may be above or below the listed range based on factors including but not limited to performance, proficiency and demonstration of competencies required for the role. Other rewards may include short-term or annual bonuses and on-the-spot recognition. The pay for this role is $25/hr.
Duties and responsibilities of the Creative Kidz Club Program Director include:

- Work as a team player with the camp counselors, with the Recreation Director and the chairmen of the Recreation Commission.
- Maintain a professional appearance and demeanor at all times.
- Be an ambassador to the Falls Village community and use family appropriate language at all times.

Qualifications Required

- High school diploma (or equivalent.)
- Must be an adult over the age of 21 with a valid driver's license.
- CPR Certified

General Knowledge, Skills, and Abilities Required

- Knowledge and/or experience in youth development and engagement.
- Good technical problem solving skills.
- Ability to make reasonable and rational decisions.
- Ability to react calmly and effectively in emergency situations and work well under pressure.
- Ability to resolve conflict quickly and professionally.
- Ability to direct groups of people.