JOB POSTING
The Town of Canaan, Falls Village Recreation Commission is looking for a creative and energetic individual to be one of our Youth Program Assistants for Creative Kidz Club.

Job Description

Job Title: Youth Program Assistant 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 Recreation Center/Town 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@canaanfallsvillage.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 and the Youth Program Director, the Youth Program Assistant will help direct a small group of summer day camp children ages 5-12. Excellent leadership skills and creative energy 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 base pay for this role is $15/hr.

Duties and responsibilities of the Creative Kidz Club Program Director include:
   ● Work as a team player with the other assistant, the Program Director, 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.
• Take head counts.
• Maintain a fun atmosphere.
• Swim and assist campers group with aquatics.

**Qualifications Required**
• Must be 15 years of age or older.
• CPR Certification preferred, but not required.

**General Knowledge, Skills, and Abilities Required**
• Knowledge and/or experience in youth engagement.
• Knowledge of basic safety and first-aid practice to keep children safe.
• Excellent communication skills to convey instructions and procedures to children.
• Leadership skills to guide and motivate children throughout the day.