



Moon Parks and Recreation

Job Title: Community Recreation Counselor

Immediate Supervisor:

Moon Parks and Recreation Director

General Supervision also provided by the Assistant Parks and Recreation Director, and Youth Programming Coordinator

Primary Function:

The Community Recreation Counselor are expected to supervise and implement programs within our mobile Rec on the Go program, Summer Camp, and other community-based facilities. They will be tasked with creating a fun and safe environment and developing positive relationships. This work is performed under the direction of the Moon Parks and Recreation Staff.

Hours:

This position calls for a flexible work schedule, 30-40 hrs per week, Monday-Friday 7:00am-6:00pm June 7-Aug 13, 2021.

Job Location:

The reporting work location is Moon Park. Work will include locations throughout Moon Township including but not limited to Moon Park, Olson Park, Robin Hill Park, and all Moon Township playlots. Work may be inside or outside depending on the program schedule and the weather conditions.

Essential Job Functions:

1. Follows and ensures policies and procedures of the program and the Township are adhered to and communicate any issues or concerns to the Moon Parks and Recreation Staff.
2. Drive Moon Township vehicles to different locations for Rec on the Go program.
3. Supervise and maintain the safety of the children attending the program.
4. Planning, preparation, and implementation of program activities. Record attendance and feedback.
5. Works to maintain cleanliness and appearance of recreational areas before, during and after programs.
6. Assumes other responsibilities and performs other duties as directed.

Required Training, Experience and Skills:

- Age 18+
- PA Child Abuse History Clearance, PA State Police Criminal Record Check, FBI Criminal History Background Check
- CPR/First Aid Certification a plus.
- Secondary education or prior experience working with children a plus.
- Ability to understand and to follow oral and/or written directions.
- Ability to work independently, cooperatively, and under the direction of the Moon Parks Staff.
- Good communication and customer service skills.
- Maintain a valid PA driver's license throughout term of employment

Physical Demands:

- While performing duties of this job, the staff is frequently required to sit and talk and hear. The staff is frequently required to walk, bend, use arms/legs or hand to reach and to manipulate objects, controls and/or tools.
- The Physical demands here are representative of those that must be met by and employee to successfully perform the essential job functions of this position. Reasonable accommodations, as prescribed by the Americans with Disabilities Act, may be made to enable individuals with disabilities to perform the essential job functions.