



## **Moon Parks and Recreation**

### **Job Title: Summer Recreation Leader**

**Immediate Supervisor:**  
**Youth Programming Coordinator**

#### **Position Description:**

Summer Recreation Leaders support and implement the full range of programs and events offered by Moon Township's Parks and Recreation department. Primarily, this will involve day-to-day tasks with our summer camp program. Staff will be tasked with creating a fun and safe environment and fostering positive relationships with campers and staff. Work will be performed under the direction of the Youth Programming Coordinator, with oversight and general direction provided by the Director and Assistant Director of the Parks and Recreation department. In addition to working with summer camp, Recreation Leaders may also supervise and implement programming within our youth athletic, farmers market, or senior programs. Leaders will also be offered the opportunity to oversee evening entertainment programs and assist with events beyond the normal work week. **It is expected that the employee will work at least one annual event, either the Glow Run 5k (June 28) or the Fourth of July Celebration (July 4).**

#### **Hours:**

This seasonal position calls for a flexible work schedule, 30-40 hrs per week. Work week is Monday-Saturday with hours of operation from 7:00am- 6:00pm, beginning June 2, 2025 and continuing through Aug 13, 2025. Orientation may be required beginning May 20, 2025.

#### **Job Location:**

The reporting and primary work location is Moon Park. Work may also be performed at other locations in the Township including Olson Park, Robin Hill Park, School House Activity Center and all Moon Township playlots. Work may be performed inside or outside, depending upon the program schedule and weather conditions.

#### **Work Performed:**

1. Supervise the children attending the programs to ensure their safety.
2. Plan, prepare, and implement program activities.
3. Follow and ensures policies and procedures of the Department and Township are adhered to and communicate any issues or concerns to the Director and immediate supervisor.
4. Maintain the cleanliness and appearance of recreational areas before, during and after programs/events.
5. Operate a Township vehicle.
6. Perform other duties as directed.

#### **Required Training, Experience and Skills:**

- Age 18+
- Valid Clearances (PA State Criminal Record, PA Child Abuse Clearance, FBI Criminal 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 Parks & Recreation department staff.
- Good communication and customer service skills.
- A valid Driver's license which is to be maintained throughout employment.

#### **Physical Demands:**

- While performing the duties of this position, staff are frequently required to sit, talk and hear. Walking, bending, using arms/legs or hand(s) to reach and manipulate objects, controls and/or tools is frequently required.
- The Physical Demands here are representative of those that must be met by the employee to successfully perform the essential 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, including but not limited to:
  - Frequent active play within a program.
  - Exposure to outdoor working elements.
  - Transportation of program equipment to and from locations.
  - Operate Moon Township vehicle in a safe and efficient manner.

Send Moon Township Employment Application and resume to [info@moonparks.org](mailto:info@moonparks.org) 412-262-1703/MP&R 1000 Beaver Grade Road, Moon Township PA 15108