



## **Moon Parks and Recreation**

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

#### **Immediate Supervisor:**

Moon Parks and Recreation Director  
Assistant Parks and Recreation Director  
Youth Programming Coordinator

#### **Primary Function:**

Summer Recreation Leaders support and implement the full range of programs and events offered by Moon Parks and Recreation. 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. This work will be performed under the direction of the Youth Programming Coordinator with general direction from the Parks and Recreation Director and staff. 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 for additional hours.

#### **Hours:**

This seasonal position calls for a flexible work schedule, 30-40 hrs per week, Monday-Saturday 7:00am-6:00pm June 5-Aug 11, 2023. Preparatory work hours may also be available starting May 22<sup>nd</sup>.

#### **Job Location:**

The reporting work location is Moon Park. Work can 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 weather conditions.

#### **Work Performed:**

1. Supervise and maintain the safety of the children attending the programs.
2. Planning, preparation, and implementation of program activities.
3. Follows and ensures policies and procedures of the programs and the Township are adhered to and communicate any issues or concerns to the Parks Director and Moon Parks and Recreation Staff.
4. Works to maintain cleanliness and appearance of recreational areas before, during and after programs/events.
5. Drive Moon Township vehicles to different locations for Rec on the Go program or other assignments as needed.
6. Assumes other responsibilities and performs 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 Moon Parks Staff.
- Good communication and customer service skills.
- A valid Driver's license which is to be maintained throughout 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 an 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. Included 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 resume to [info@moonparks.org](mailto:info@moonparks.org) 412-262-1703/MP&R 1000 Beaver Grade Road, Moon Township PA 15108