



Moon Parks and Recreation

Job Title: Summer Playground Program Staff

Immediate Supervisor:

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

Primary Function:

The Playground Program Staff are expected to supervise and maintain the safety of the children attending the program. They will also be primarily responsible for leading various summer program activities. This work is performed under the direction of the Parks and Recreation Youth Program Coordinator (YPC) and 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 through August 2020.

Job Location:

The primary work environment is Moon Park. Work location is primarily outside but may be inside depending on the program schedule and the weather conditions.

Work Performed:

1. Follows and ensures policies and procedures of the program and the Township are adhered to and communicate any issues or concerns to the YPC.
2. Supervise and maintain the safety of the children attending the program.
3. Planning, preparation, and implementation of summer program activities.
4. Works to maintain cleanliness and appearance of recreational areas before, during and after programs.
5. Assumes other responsibilities and performs other duties as directed.

Required Training, Experience and Skills:

- Age 18+
- PA State required background checks.
- CPR/First Aid Certification preferred.
- Secondary education or prior experience working with children preferred.
- Ability to understand and to follow oral and/or written directions.
- Ability to work independently, cooperatively, as well as under the direction of the YPC and Moon Parks staff.
- Good communication and customer service skills.

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.