



JOB DESCRIPTION

Summer Playground Leader – Seasonal

REPORTS TO: Summer Playground Supervisor

RATE OF PAY: \$12-\$15 per hour

HOURS OF WORK: 5-6 weeks during the summer months / 20-25 hours per week

In coordination with the Summer Playground Supervisor, the Summer Playground Leader is responsible for the onsite direction, supervision, and organization of the Summer Playground Program to provide a positive and high-quality experience for the staff and campers. Assist in planning and coordination of day to day schedule including sign-in and sign-out, activities, crafts, games, and trips.

Responsibilities

- Supervise all campers and staff at assigned camp site.
- Responsible for the sign-in and sign-out process for campers, ensure all camper's records are up to date.
- Plan, implement, and oversee activities, crafts, games, and sports with assistance of counselors.
- Supervise Counselors
- Maintain attendance records for self and counselors. Submit hours to the Director for payroll.
- Ensure camp areas are kept organized, clean and maintained throughout the season.
- Communicate with parents about camper's experience.
- Meet and communicate with Summer Playground Supervisor and/or Director any concerns and updates on regular basis as needed.
- Be a positive role model to parents, campers, and staff in your attitude and behavior, cleanliness, punctuality, clean-up chores, rules, and sportsmanship.
- Enforce rules and conduct of campers.
- Act as a liaison between counselors and Playground Supervisor.
- Attend field trips and collect and provide payment for trips as needed.
- Discuss agenda with counselors each day.
- Circle camp often to ensure all counselors are in place and doing their job.
- Collect money, record payments, and keep track of all transactions, documenting on Petty Cash Log, totaling daily matching to actual funds, and having a second person initial it is correct. Carry over Friday end day amount to Monday start ensuring the amounts match.

Requirements to hold this position:

- Previous experience in leading children of various age levels preferred.
- Minimum 2-year degree and/or teaching certification preferred.
- Previous supervising and leading staff members preferred.
- Must have the ability to become certified in First Aid/CPR.
- Must have:
 - Current Pennsylvania Child Abuse History Clearances (CY113) Act 151
 - Current Pennsylvania Criminal Record Checks for Employment (SP4-164) Act 34
 - Current Federal Bureau of Investigations (FBI) Criminal Background Checks Act 114
 - Please refer to: www.pottsgroverec.com for more employment information and to download these forms.



Required Knowledge, Skills, and Abilities

- Strong communication skills, positive attitude, initiative, flexibility, ability and willingness to perform multiple tasks in an environment that changes quickly.
- Demonstrate knowledge and skill in camp program areas.
- Ability to work with all school-age children 5 thru 12 years of age, parents, visitors, guests, and staff in a positive and friendly manner.
- Ability to effectively communicate needs/concerns and keep Playground Supervisor informed of day to day activities at camp.
- Ability to effectively implement camp policies and procedures for both staff and children in our care.
- Ability to take direction from supervisor and/or Director as needed.
- Some swim experience preferred.
- Maintaining a clean, well-groomed appearance while on duty.
- A commitment to Diversity and Inclusion.

Physical Requirements

- Prolonged standing, bending, stooping, walking, sitting.
- Ability to listen to others and take direction, observe actions, read, and comprehend information and provide instruction.
- Ability to lift up to 50 pounds.
- Ability to work in changing weather conditions and variable temperatures.

Please note:

- Previous employment with the Pottsgrove Recreation Board - Summer Playground Program does not guarantee rehire.
- Employees are required to work the entire length of the summer session without days off. (Unless prearranged with the Director).
- All employees are required to attend the Staff Meeting on Thursday, June 11th @ 6PM – mandatory for employment.
- 2020 Summer Playground will run Monday, June 29th – Friday, July 31st, 2020. There will be NO playground or swim on Friday, July 3rd, 2020 for Independence Day.

APPLICATION DEADLINE: FRIDAY, APRIL 17, 2020

APPLY: visit <http://www.pottsgroverec.com> to download application and mail in.

Pottsgrove Recreation Board is an Equal Opportunity Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.