



## JOB DESCRIPTION

### Summer Playground Supervisor – Seasonal Part-Time

**REPORTS TO:** Director of Pottsgrove Recreation Board

**RATE OF PAY:** Salary \$1725-\$1990/season

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

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The Summer Playground Supervisor is responsible for the activities and personnel at each site. Coordinates daily schedules, trips, organize activities and consults with parents. The Supervisor will also assist the Summer Playground Leaders with special activities, and events while promoting and ensuring a safe environment.

### Responsibilities

- Assist Director with planning daily schedule, activities, trips, etc.
- Communicate with staff any participant needs or concerns.
- Oversee health and safety of all participants.
- Assist Leaders in organizing daily activities.
- Ensure that all areas are cleaned and secured at the end of the day.
- Oversee all paperwork from camp i.e. incident reports, staff time sheets, parent notes, trip lists, etc. Ensure it is all completed in a timely manner.
- Supervise and coordinate all camp supplies and equipment and delegate responsibilities to staff.
- Review agenda with staff in mornings and deliver announcements at the end of the day.
- Act as a liaison between staff and the Director.
- Train staff on roles and responsibilities, including paperwork, ensuring appropriate behavior of campers and staff.
- Serve as a role model; setting a positive example for campers, and staff.
- Perform evaluations of camp staff at the end of summer.
- Possess the ability to interact with parents whose children have become a behavior issue and determine appropriate action for behavior.
- Supervise the daily check-in and check-out procedures.
- Supervise the daily activity planning for each Leader and their groups.
- Attend field trips.

### Requirements to hold this position:

- Previous experience in leading children of various age levels preferred.
- Minimum 4-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:
  - Valid Driver's License.
  - 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](http://www.pottsgroverec.com) for more employment information and to download these forms.



### Required Knowledge, Skills, and Abilities

- Able to remain calm in difficult situations.
- Leadership, organizational, and time management skills necessary.
- Ability to handle difficult, timid, or challenging individuals.
- 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 11<sup>th</sup> @ 6PM – mandatory for employment.
- 2020 Summer Playground will run Monday, June 29<sup>th</sup> – Friday, July 31<sup>st</sup>, 2020. There will be NO playground or swim on Friday, July 3<sup>rd</sup>, 2020 for Independence Day.

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**APPLICATION DEADLINE: FRIDAY, APRIL 17, 2020**

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

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*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.*