



## East Pennsboro Township

### 2017 SEASONAL JOB VACANCY NOTICE

**Job Title:** Playground Counselors

**Department:** Recreation

**Reports to:** Playground Leader & Recreation Director

**Shifts:** M-F, 9am-12pm

**Classification:** Seasonal

**Division:** Summer Program

**Duration:** 6 Weeks Starting in June

**Hourly Wage:** \$7.25 – \$9.00

The primary responsibility of the Playground Counselor is to provide a safe and fun environment for the kids within East Pennsboro Township to spend their summer break.

#### **Essential Duties and Responsibilities:**

- Plan, direct, and supervise assigned activities for an assigned group of children to benefit all participants
- Emphasize concepts of fair play, good sportsmanship and respect for others
- Possess and maintain an appropriate and professional appearance and attitude on the job
- Maintain work area in a neat, clean, and orderly fashion
- Be safety conscious. Realize the inherent danger of all activities and surroundings
- Reward appropriate behavior and deter inappropriate behavior philosophy with campers
- Develop and maintain a positive working relationship with fellow staff
- Demonstration of respect for authority by personally adhering to all policies and procedures

#### **Required skills and Qualifications:**

- An interest in working with children in a professional setting
- Ability to communicate effectively while enforcing Recreation Department's policies and procedures
- Ability to understand and successfully complete instructions with minimal supervision.
- High moral character - diplomatic and mature judgment qualities
- Ability to complete the Department of Human Services required screenings for individuals working with children in summer programs: Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Record Check, and Federal Bureau of Investigation Criminal Background Check. (Must be completed and passed by all candidates offered employment prior to first day on the job with kids. No Exceptions!)
- Must possess valid PA State Drivers License with clean driving record per PennDot DOT regulations
- Ability to complete the American Red Cross Community First Aid and Safety certification and become familiar with basic emergency practices and services in the community. (Training provided, if needed.)

#### **Preferred Skills and Qualifications:**

- Experience supervising children one-on-one, or in groups
- Mandated reporter training completed within last three years

Please submit completed applications to:  
East Pennsboro Township  
Amber Wolfe, Human Resources  
awolfe@eastpennsboro.net  
98 South Enola Drive  
Enola, PA 17025

For a paper application or for assistance filling out an application, please visit the Township Building room 103.

Playground Counselor  
Posted: 10/01/2016

It is the policy of East Pennsboro Township not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability or because he or she is a protected veteran.