



East Pennsboro Township

2017 SEASONAL JOB VACANCY NOTICE

Job Title: Playground Leaders
Department: Recreation
Reports to: Playground Coordinator
Shifts: M-F, 9am-12pm

Classification: Seasonal
Division: Summer Program
Duration: 6 Weeks Starting in June
Hourly Wage: \$8.00 - \$10.00

The Playground Leaders primary responsibilities are to lead a group of counselors in the implementation and creation of safe and fun environments for children to play during the summer season. Each leader will be assigned to a specific park that will become their responsibility for the duration of the season.

Essential Duties and Responsibilities:

- Responsible for planning, organizing, implementing and supervising all playground activities
- Responsible for instructing, assigning, supervising and scheduling a group of 1-8 playground counselors
- Prepare and keep track of all pertinent records with the respect to payments, daily activities, incident reports, sign in sheets, staff timecards, permission slips, etc. in accordance with department policies
- Have a creative outgoing attitude to promote activities
- Possess and maintain an appropriate and professional appearance and attitude on the job
- Emphasize concepts of fair play, good sportsmanship and respect for others
- Be safety conscious and realize the inherent danger of all activities and surroundings
- Reward appropriate behavior and deter inappropriate behavior philosophy with campers and staff
- Develop and maintain a positive working relationship with fellow staff
- Ensure staff adheres to all policies and procedures

Required skills and Qualifications:

- 2+ Years of working with children in a professional setting
- Ability to plan and supervise the work of paid staff and volunteers
- 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:

- 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.