

YORK TOWNSHIP POSITION DESCRIPTION

POSITION TITLE: Playground Program Assistant Coordinator

DEPARTMENT: Recreation

REPORTS TO: Program Coordinator

JOB CLASSIFICATION: Seasonal/Part-Time

PRIMARY FUNCTION:

The Playground Program Assistant Coordinator will work closely with Playground Program Counselors, campers, and parents. The Playground Assistant Coordinator will be responsible for the supervision of all Playground Program Counselors while on duty. He/she must be able to work under time constraints, multi-task, and work independently, as well as within a team. In the absence of the Playground Program Director, the Program Coordinator or other Recreation Department staff will oversee the operation of his/her job.

PRINCIPAL DUTIES:

- Primarily responsible for the delegation of duties to all Playground Program Counselors.
- Assists the Program Coordinator in the training, supervision and evaluation of Playground Program Counselors.
- Recommends and carries out new ideas and activities.
- Maintains proper documentation/records, and prepares reports as needed.
- Provides in-camp disciplinary action, if necessary.
- Ensures the park sites have adequate camp supplies/equipment by purchasing supplies as needed and submitting receipts on a timely basis.
- Oversees the planning and implementation of camp activities and ensures all Playground Program Counselors/sites are informed and prepared at the beginning of each day.
- Keeps all Playground Program Counselors and Recreation Department staff informed of any program changes.
- Evaluates program on a weekly basis and suggests alternatives if necessary. Ensures any changes are implemented.
- Maintains used facilities in a clean and orderly condition at all times.
- In the event of absence/illness of any Playground Program Counselor, ensures that suitable changes to the program/daily agenda/staff assignments are made and could mean being a counselor for the day.
- Acts as primary liaison between Playground Program Counselors and parents.
- Oversee weekly Playground Program Counselor staff meetings when needed.
- Other miscellaneous duties as assigned by the Program Coordinator and/or Recreation Department staff.

QUALIFICATIONS:

Education:

- High School Graduate with an interest in earning a degree in Parks and Recreation, Education or a closely related field.
- Minimum of two (2) years of professional-level experience in recreation programs, including supervision/administration of a multi-faceted recreation program. Experience can be substituted for educational qualifications.

Knowledge, Skills and Abilities:

- Principles, practices and techniques of planning and directing a comprehensive recreation program.
- Principles and practices of administration, supervision and training.
- Organization and development techniques for recreation programs.
- Basic computer operation.
- Applicable health and safety codes, laws and York Township rules and regulations.
- Use independent discretion in creating, planning, implementing, and evaluating comprehensive activities for summer playground counselors and participants.
- Effectively manage employees.
- Prioritize and schedule work and meet schedules and time-lines.
- Work independently with little direction.
- Communicate effectively both verbally and in writing
- Establish and maintain cooperative and effective working relationships with co-workers and the public.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Prepare and maintain a variety of records and reports.

CERTIFICATIONS / LICENSES:

- Valid driver's license.
- CPR and First Aid certification.
- Mandated Reporter Training
- Current Act 34 Child Abuse History Clearance.
- PA State Police Background Check.
- FBI Fingerprinting.

PHYSICAL REQUIREMENTS:

- Reaching by extending hand(s) or arm(s) in any direction.
- Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s), for example, using a keyboard.
- Communication skills using the spoken word.
- Ability to see within normal parameters.
- Ability to hear within normal range.
- Ability to move about in an office setting.
- Ability to work in an outdoor setting for township events.
- Ability to work during day/evening hours, including occasional weekends on an as-needed basis.

- Occasional lifting and carrying of objects weighing 35 pounds or less.