

## **JOB DESCRIPTION**

### **Title: Summer Recreation Assistant**

Compensation: \$10.00 per hour, 40 hours/week

Hours: M, T, W, Th, F, 11:30AM- 7:30 PM.

8 weeks.

Start Date: June 13, 2019

End Date: August 9, 2019

### **GENERAL PURPOSE**

To assist the Playground Supervisor in his/her efforts to direct, supervise, and teach athletic, arts, craft, and educational activities for children at assigned playgrounds and parks in the Borough of Wilkinsburg.

### **SUPERVISION:**

Reports to the Summer Playground Supervisor.

### **SUPERVISION EXERCISED**

Supervises playground participants between the ages of 6 - 15.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Work closely with the Playground Supervisor, Borough Manager and Parks and Recreation Advisory Board and Intern to implement a Summer Playground/Park Recreation program.
- First priority is to be given to the health and safety of children by: monitoring all games and activities for safe and fair play; checking equipment for faults; and being aware of any inappropriate strangers. Report equipment problems and problem situations immediately to the Borough Manager or Borough police if necessary.
- Prepare comprehensive weekly schedule of activities in advance and maintain daily records of number of participants, incidents and activities.
- Participate in special park events and field trips if scheduled.
- Provide quality and effective customer service with courtesy and understanding to Borough officials and citizens.
- Attend staff meetings as scheduled.
- Care for all equipment and supplies.
- Cooperate with the free lunch program run by the S. Avenue Methodist Church and Wilkinsburg Community Ministry.
- Other tasks as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- (A) At least 16 years of age, in High School, with an interest in physical education, sports, social work.
- (B) Willingness and Ability to become CPR and First Aid certified if required.

### **Necessary Knowledge, Skills and Abilities:**

- (A) Ability to exercise strong customer service skills.
- (B) Ability to work independently.
- (C) Ability to deal with and interact with the public using diplomacy.
- (D) Ability to keep and organize detailed records.
- (E) Interact effectively with school age children and parents.
- (F) Communicate effectively both verbally and in writing.
- (G) Exercise sound judgment and flexibility.
- (H) Excellent problem solving and conflict resolution skills.
- (I) Possess or can secure required background checks and necessary certifications.

## **TOOLS AND EQUIPMENT USED**

Requires intensive daily use of sports equipment and arts and craft supplies.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to be on their feet in an active environment. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Performs work outdoors in various weather conditions. Must have stamina to occasionally stand and walk for a minimum of six (6) hours

The employee must occasionally lift and/or move up to 25 pounds.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## **WORK ENVIRONMENT**

Outdoor daily activities. Indoor in inclement weather.

## **SELECTION GUIDELINES**

Candidates will be required to: attend an in-person oral interview; supply a resume; references; and document education.

Candidates should send resume' to Wilkesburg Borough 605 Ross Ave. Wilkesburg, PA 15221  
Attn: Borough Manager