

YORK TOWNSHIP POSITION DESCRIPTION

POSITION TITLE: Playground Program Counselor

DEPARTMENT: Recreation

REPORTS TO: Program Director and Playground Program Director

JOB CLASSIFICATION: Seasonal/Part-Time

POSITION SUMMARY:

The Playground Program Counselor plans, organizes, supervises, and evaluates activities necessary to provide a safe and fun atmosphere for the Summer Playground Program, a multi-week camp held at various park sites in the Township. This employee supervises Playground Program participants throughout the summer season. In the absence of the Playground Program Counselor, a Playground Program Director or other Recreation Department staff will oversee the operation of his/her job.

ESSENTIAL FUNCTIONS:

- Supervise Playground Program participants.
- Create, plan, and implement activities for Playground Program participants.
- Maintain program records and reports related to each park, including attendance sheets, parent sign-in/sign-out sheets, accident reports, incident reports, safety issues, and activity schedules.
- Maintain a clean and safe environment at each playground park on a daily basis.
- Attend weekly staff meetings.
- Respond to citizen questions and resolve complaints as needed.
- Recommend policy development regarding the Summer Playground Program.
- Assist the Playground Program Director in managing playground participants on fieldtrips, swimming pool outings, All Parks Days and special events.
- Other miscellaneous duties as assigned by the Playground Program Director and Recreation Department staff.

QUALIFICATIONS:

Education:

- Applicant must be 17 years of age or older with an interest in earning a degree in Parks and Recreation, Education or a closely related field.
- Experience in recreation programs, athletic organizations, overseeing children either in a home setting or organized group setting. Experience can be substituted for educational qualifications.

Knowledge, Skills and Abilities:

- Ability to plan, organize and direct elements of recreation activities and games.
- Use of creative skills in creating, planning, implementing, and evaluating comprehensive activities for Summer Playground Program participants.
- Prioritize and schedule work and meet schedules and timelines.
- Work independently within the set policies and procedures of programs.

- Communicate effectively both verbally and in writing
- Basic computer operation.
- 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 certificate.
- Current PA 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 outdoor environment.
- 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.