REACH

Project Assistant
Job Description

Overview
REACH is Philadelphia Parks & Recreation (PPR)'S new youth development system that includes its: (1) Afterschool, (2) Summer Day Camps and (3) Youth Workforce programs. The REACH system offers wellness services to youth through experiential programming designed to promote an appreciation for the environment and outdoors, athletics and sports, the arts and establishing healthy habits through fitness. The REACH system has four functions: (A) program development designed to offer intentional activities supporting wellness, (B) Capacity Building designed to meet the development needs of staff and volunteers, (C) Strategic Partnerships designed to focus on new business, partnership protocols and demands, and lastly (D) Performance Management designed to measure program effectiveness, youth impact and reporting needs.

Philadelphia Parks & Recreations (PPR's) Performance Management Function
Housed within PPR's program division, the new performance management function will measure youth experiences housed within recreation centers and playgrounds. Each of these facilities' offer structured programming that is measured against state and national performance standards.
Additionally, the performance management function will measure the following system functions to determine process effectiveness for youth, staff, volunteers and community.

Description
The REACH Project Assistant is a blended position responsible for the following primary duties:

- Administrative tasks and daily support for the REACH system and performance management function;
- Technical support including, but not limited to, data entry, software testing and quality assurance.

Experience
PPR is seeking a forward thinker who can think strategically about large challenges. This position coincides with the launch of the REACH system, and the applicant will be looked to bring fresh, creative thinking into its implementation.

The applicant should be savvy with Microsoft Office products and confident using web-based and other software. A college degree is preferred. The applicant should have experience working in team-based environments, as well as the ability to work independently. The applicant will be expected to be well-organized and able to work steadily on a single task. Knowledge of database systems and software and software development and design are a preferred but not required.

Commitment
40 hours per week: September 30, 2013 – June 30, 2014, with the possibility of renewal.

Award: 24,000

How to Apply
Send résumé and cover letter to andy.viren@phila.gov.