



PHILADELPHIA PARKS & RECREATION

Part-time job opportunity with Philadelphia Department of Parks & Recreation for a Site Supervisor with prior team leader and event management experience (40 or more hours per week).

Philadelphia Parks & Recreation is currently seeking a site supervisor to support a robust, creative and high-quality schedule of public programming, activities and amenities at [The Oval](#). This employee is responsible for the daily direct support and supervision of a crew of 3 public event coordinators and 1 maintenance attendant who are tasked to support, stage and promote various public programs, events and activities held daily on Eakins Oval and maintain the conditions of The Oval site. The Site Supervisor will also be responsible for the management of the daily activities and programs at The Oval. The Site Supervisor is the primary point of contact with the City agency staff and reports to The Oval Operations Managers.

Skills/Qualifications

Applicants must have:

- Leadership and team supervisory skills
- Prior experience in event management and logistics, including staging events and event coordination
- Public programming experience: ability to provide support for events and engage with a variety of people
- Experience working in diverse communities
- Knowledge of youth and family programming a plus
- Desire to work with community members and volunteers of all ages and abilities
- Ability to work outdoors and under possible adverse conditions (heat, humidity, cold, rain)
- Ability and willingness to clean, set up and break down sites for various events and programs

Duration

- This is a 4-month position, May-August, with the possibility of work in October
- Hours will fluctuate as follows:
 - May-June: up to 10 hours per week during some weeks, and up to 50 hours per week during the spring event (TBA)
 - July-August: up to 40 hours or more per week, for six or seven work weeks
 - October: up to 30 hours or more per week during event weekend (TBA)

Compensation

- \$15 per hour

Candidates should email a resume and cover letter to the address/email below.

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