



Philadelphia Parks and Recreation (PPR) seeks a part-time candidate for the Recreation Specialty Instructor (RSI) position working in the After School Program in various recreation centers and playgrounds throughout the city of Philadelphia. The primary goal is to provide safe places and structured activity during non-school hours for children to play, learn and grow.

Philadelphia Parks & Recreation After School Program will operate Monday through Friday from 3:00 PM until 6:00 PM. In a structured environment, children will be given the opportunity to work on homework, participate in sports, games, visual and performing arts. Various enhanced activities will be offered throughout the school year.

The Recreation Specialty Instructors (RSIs) will be responsible to work with the Facility Supervisor to recruit children, plan the curriculum, take daily attendance and implement the program. They are directly responsible for the supervision of the children at all times. They must be present and assist during specialist instructors' visits as well as any other special guest visitors to the program. They are responsible for completing a variety of ASP related paperwork and submitting that paperwork to the Facility Supervisor honoring ALL DEADLINES.

Qualifications of the RSI

1. High School graduate, Vocational School graduate or GED.
2. Sufficient experience equivalent to two years of paid experience conducting and/or instructing classes or groups of children in educational or recreational activities.
3. Ability to physically perform the duties and to work in the environmental conditions required of this position.
4. City of Philadelphia residency.
5. Current PA Childline Clearance, PA Criminal Background Check, FBI Fingerprint Clearance and complete HR application packet including annual medical physical with Mantoux test. (see appendix)
6. Current First Aid and CPR Certification Card, valid through June of the current school year, Fire Safety training certificate and Mandated Reporter training certificate.
7. Police crossing guards, school district personnel and others on government pensions are not eligible for this position due to funding origins.
8. Attendance at orientation training sessions, followed by additional training scheduled during the school year. RSI's who have **completed** three (3) years of employment with the After School Program are required to obtain twelve (12) hours of training. RSI's with less than three (3) **completed** years of service must take fifteen (15) hours of training every year. Several sessions are **mandatory for staff**. Failure to complete training will render an applicant ineligible to return to the program. **NOTE:** CPR/First Aid do **NOT** count as training hours.

Hours

This is a part-time seasonal position, 17.5 hours per week (no benefits) for nine (9) months. Start date is September 10, 2018.

Pay - \$12.20/hour

Qualified applicants should email a cover letter and resume to:

After School/Tot Recreation Program
Stephanie Gradel, Program Coordinator
215-683-3676/215-683-3593 (FAX)
Stephanie.gradel@phila.gov