

City of Philadelphia
Department of Parks & Recreation

JOB ANNOUNCEMENT
SUMMER 2019
Worksite Monitor

Background

Each summer Philadelphia Parks & Recreation hires hundreds of youth to work at local recreation centers. Youth may assist with summer camps, sports leagues, clerical or maintenance duties. Youth will work 4 hours per day, five days per week.

Opportunity

Several positions are open to work as a **Worksite Monitor**. These positions will be responsible for overseeing youth employed for summer work at local recreation centers.

Typical examples of work

- Visit each assigned site 2-3 days per week, to observe and ensure that youth are performing their job duties in a satisfactory manner.
- Deliver and collect timesheets for each assigned youth. Verify that timesheet is completed correctly and accurately.
- Work with recreation site supervisors to gauge the work performance of assigned youth.
- Document instances of outstanding or underperforming work.
- Work with site supervisors to resolve any cases of poor performance.
- Deliver materials from main office to youth at assigned sites.
- Assist youth with assigned project, to be completed by the end of the program.
- Meet with program director weekly to provide update on youth performance and review any problems or concerns.
- Inspect facility to verify designated information is on display.
- Assist with special programs as directed.
- Perform related work as required.

Required Knowledges and Abilities

- Knowledge of the methods and techniques used in instructing groups of youth
- Knowledge of the objectives of public recreation
- Ability to organize, instruct and motivate individuals and groups, and maintain order among recreation and social groups

- Ability to maintain effective working relationships with participants, associates and general public.
- Ability to record and submit necessary reports in a timely manner.

Minimum Acceptable Requirements

- Education equivalent to completion of the twelfth school grade
- Completion of forms for PA State Police Criminal background, PA Department of Public Welfare Childline and FBI clearance. Do not send in for clearances. Must submit through the Parks & Recreation Department
- Ability to physically perform the duties and to work in the environmental conditions of a position in this class.
- **Vehicle is required** (documented mileage to be reimbursed)

Anticipated Work Dates

- This employment opportunity is a seasonal part-time position. Employment dates are early-June through mid-August. Employee must be available to work from Monday-Friday, 9AM-5PM for a total of 35 hours per week. Some evenings may be necessary. Must be able to work for the full term of employment.

Salary

- The salary for this position is \$16.00 per hour. Health benefits are not included with this position. There is no paid time off.

To Apply

- Send a resume and cover letter stating your interest in this position. If acceptable, you will be contacted to set up an interview.
- Send resume via postal mail or email to:

Terri Kerwawich - Program Director
Philadelphia Parks & Recreation
1515 Arch Street – 10th Floor
Philadelphia, PA 19102

- For additional information, contact Terri Kerwawich, 215 683-3683 or Terri.Kerwawich@phila.gov
- Deadline to apply - March 1st