

Position Description

Job Title:	RSI - Swim Philly Coordinator	Revision Date:	January 31, 2020
Department:	Philadelphia Parks & Recreation	Hiring Manager:	Moria Miller
Salary Range:	\$15.00-18.00/hour (experience-based)	Application deadline:	Open until filled
Position Type	Temporary/Seasonal Employment Nine (9) Months in Duration		

Overview of City of Philadelphia

With a workforce of over 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the fifth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

Agency Description

Philadelphia Parks & Recreation (PPR) advances the prosperity of the city and the progress of her people through intentional and sustained stewardship of over 10,200 acres of public land and waterways as well as through hundreds of safe, stimulating recreation, environmental, and cultural centers. PPR promotes the well-being and growth of the City's residents by connecting them to the natural world around them, to each other, and to fun, physical, and social opportunities. PPR is responsible for the upkeep of historically significant Philadelphia events and specialty venues, and works collaboratively with communities and organizations in leading capital projects and the introduction of inventive programming. To learn more about Philadelphia Parks & Recreation, visit us at www.phila.gov/parksandrec, and follow @philaparkandrec on Facebook, Twitter, and Instagram.

Position Summary

The Swim Philly brings fun activities, comfortable seating and lounges, and umbrellas and plants to seven sites across the city to enliven the summer pool experience. The Recreation Specialty Instructor will serve as a coordinator to assist with implementation and promotion of the Swim Philly program. The coordinator will work closely with the PPR leadership and staff, as well as other city agencies, community organizations, and nonprofit partners. Candidates should have a passion for Philadelphia and be able to work in a fast-paced office with a variety of tasks and priorities.

The position is Part-Time and will begin February 2020, ending in November 2020.

Responsibilities

- Work with staff and partners to evaluate previous iterations of Swim Philly to identify best practices and areas of needed improvement
- Assess site conditions at existing Swim Philly sites
- Coordinate site improvements/refreshes with PPR program, operations, and skilled trades staff, as well as external vendors and partners
- Work with staff and community partners to explore new Swim Philly sites
- Develop promotional plans and materials for the Swim Philly program
- Document the Swim Philly season via photography and written summaries
- Other related duties as assigned.

Competencies, Knowledge, Skills and Abilities

- A multi-tasker who can think independently and creatively and work well on deadline.
- Superb organizational skills
- Knowledge of event management and logistics
- Ability to work as part of a team
- Ability to display a professional demeanor at all times
- Ability to perform duties independently, without supervision, but know when appropriate to seek guidance
- Ability to work a flexible schedule including nights and weekends

Qualifications (Education and Experience)

- High School Diploma or Equivalency
- Bachelor's Degree with major coursework in Marketing or Business Management preferred
- 2-4 years relevant work experience in project management or event coordination and promotion
- Must be punctual

Additional Information

- Successful candidates must be a city of Philadelphia resident within six months of hire.
- Interested candidates must submit a cover letter and resume to moria.miller@phila.gov.
- The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to faqpchr@phila.gov. For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>